



STRATEGIC INTELLIGENCE
AND PLANNING UNIT

Opinio User Manual

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Opinio Training Manual

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Introduction

Opinio is a complete web-based survey system that allows surveys and polls to be created, administered and reported online. Deakin University has purchased a limited number of licences from ObjectPlanet Inc.

Opinio has been linked to the Deakin User Management System (UMS) and uses your Deakin username and password for authentication. Only users with Deakin UMS permissions are able to create and manage surveys. However, non-Deakin staff and students are able to participate in surveys and polls.

The ITSD help desk its-helpdesk@deakin.edu.au is responsible for technical assistance, however **for user assistance; please contact the Strategic Intelligence and Planning Unit deakin-surveys-opinio@deakin.edu.au.**

The request for an Opinio licence must be made by a senior manager. It is expected that there will be a survey subject matter expert who has completed Opinio training within the area requesting a licence. All staff with the administration of surveys should be familiar with the University's Survey Evaluation Framework www.deakin.edu.au/plannin-unit/surveys/sef/ and in particular the survey policy and procedures document. The Opinio licence request form is available from the Survey Evaluation Framework webpage.

Using this manual you will develop the basic skills required to develop surveys in Opinio. Advanced survey development techniques can be found on the Opinio Documentation website: <http://www.objectplanet.com/opinio/userguide/index.htm?page=index.html>.

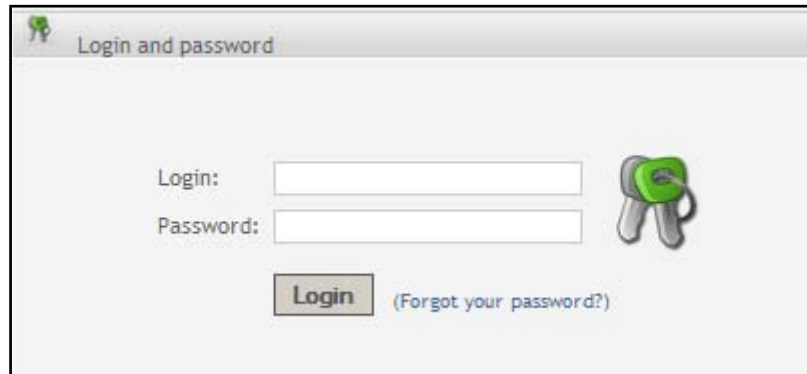
For more information regarding Opinio, survey approval process or Opinio licences, please contact Helen Jacob, Manager Evaluations and Surveys helen.jacob@deakin.edu.au or phone 5227 8562.

Accessing Opinio

Open a browser (Mozilla, Internet Explorer, Safari etc) and type the following address into the URL:

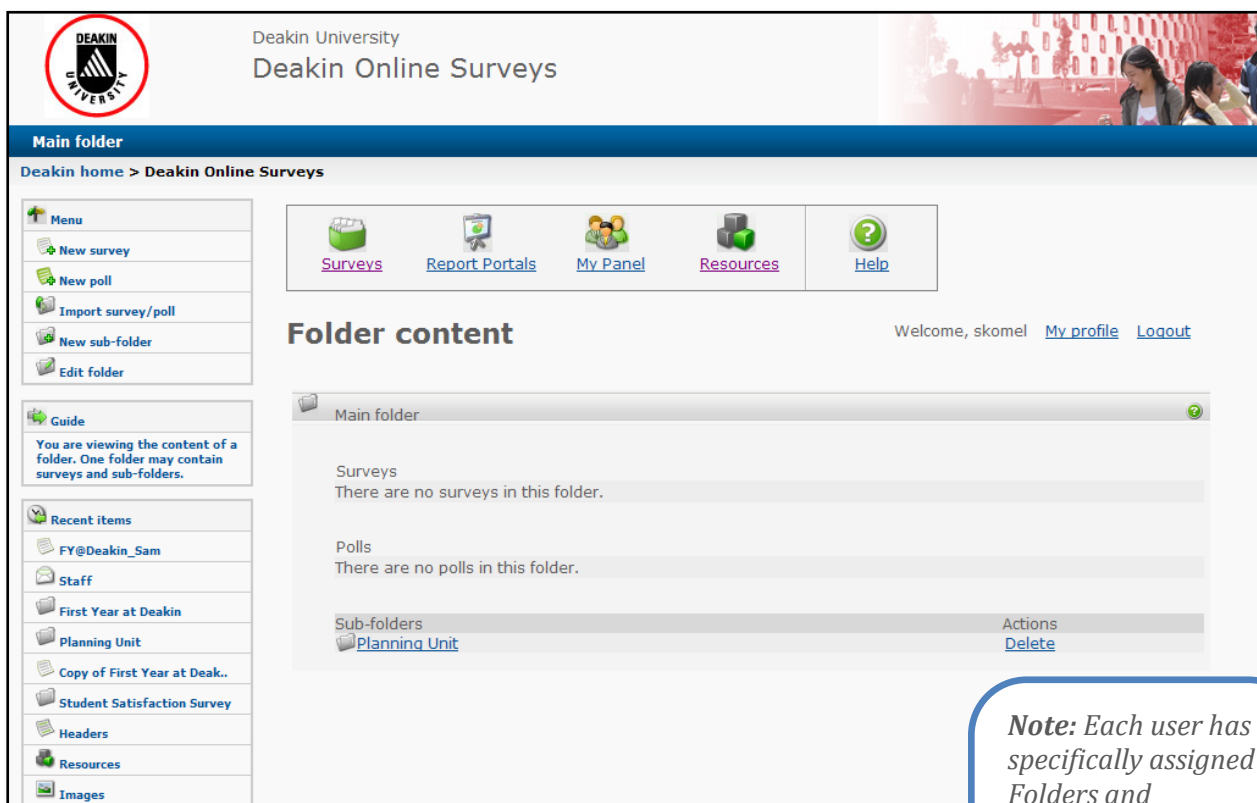
<http://www.deakin.edu.au/deakinsurveys>

A dialogue box will appear asking for a login and password. Use your Deakin UMS username and password. Click "Login".



A login dialog box titled "Login and password". It contains two input fields: "Login:" and "Password:". To the right of the password field is a green key icon. Below the input fields is a "Login" button and a link "(Forgot your password?)".

The following screen should appear:



The dashboard for Deakin Online Surveys. At the top is the Deakin University logo and the text "Deakin University Deakin Online Surveys". Below this is a blue header bar with "Main folder". The main content area shows "Deakin home > Deakin Online Surveys". On the left is a sidebar with a "Menu" section containing links like "New survey", "New poll", "Import survey/poll", "New sub-folder", and "Edit folder". Below the menu is a "Guide" section and a "Recent items" section. The main content area has a navigation bar with icons for "Surveys", "Report Portals", "My Panel", "Resources", and "Help". Below this is a "Folder content" section with a "Main folder" header. It shows "Surveys" (no surveys in this folder), "Polls" (no polls in this folder), and "Sub-folders" (Planning Unit). There is a "Delete" link next to the Planning Unit sub-folder. A welcome message "Welcome, skomel" and links for "My profile" and "Logout" are also present.

Note: Each user has specifically assigned Folders and Sub-folders in relation to your Division, Unit, or Faculty that are not necessarily depicted in this image.

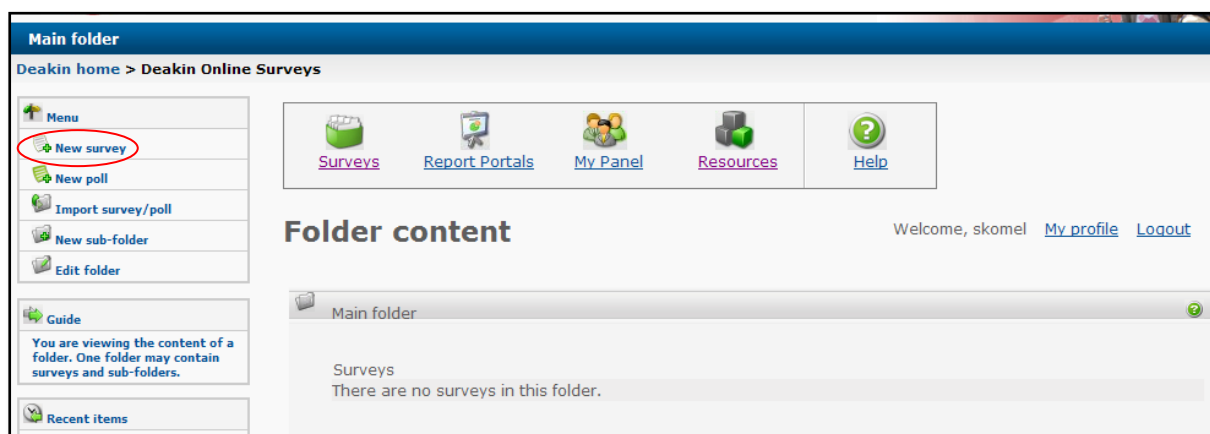
Creating a Survey

Using this manual you will develop the basic skills required to develop surveys in Opinio. As mentioned advanced survey development techniques can be found on the Opinio Documentation website: <http://www.objectplanet.com/opinio/userguide/index.htm?page=index.html>.

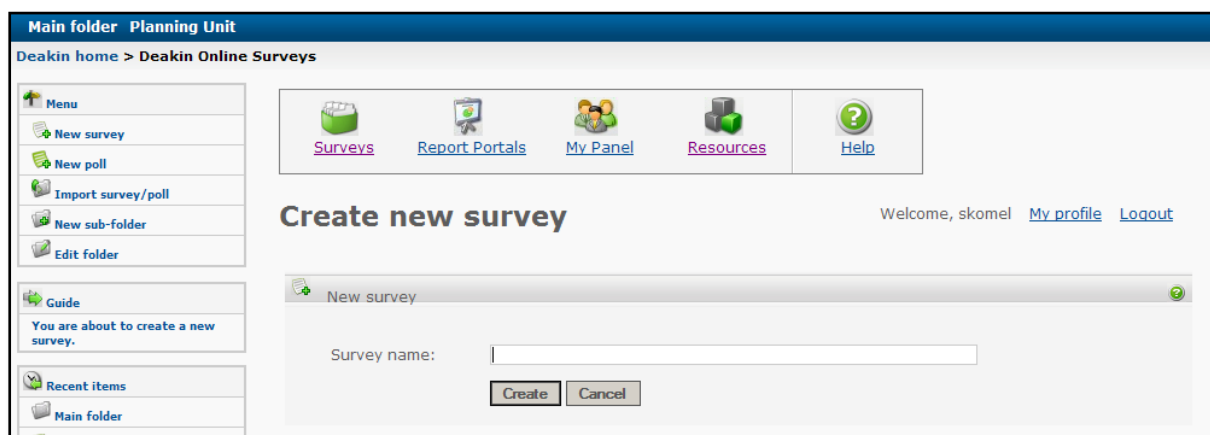
New Survey

Click on the folder in which you would like to house your survey. In this case, use the folder that has been assigned to your unit, division, or faculty. Users do not have the necessary permissions to create a survey in the Main Folder.

Click on New Survey in the Menu:



The following screen should appear:



In the space provided, type the name of the survey; then click on “create”.

The Folder Content screen will appear. Your survey should now appear within your folder.



Survey Administration

Click on the name of the survey. The Survey Administration screen will appear:

The screenshot shows the 'Survey administration' page for a survey titled 'FY@D skomel'. The page has a blue header with the text 'Main folder Planning Unit FY@D skomel' and 'Deakin home > Deakin Online Surveys'. On the left is a vertical menu with icons and labels: Menu, Questions, Piping, Look and feel, Preview survey, Survey setup, Translations, Comments, Publish survey, Reports and data, Guide, and Analyze collected data. The 'Guide' section is expanded, showing a list of recommended steps: Create questions, Add conditional branching, Customize look and feel, Set privacy and behavior, Translate survey, Publish survey, and Analyze collected data. The main content area displays survey details: Link (URL), Start date, Stop date, Responses, and Survey attributes. A traffic light icon indicates the survey is locked. A callout box on the right contains text about the menu and functional areas.

Survey administration

Welcome, skomel [My profile](#) [Logout](#)

FY@D skomel

Link (URL): <http://www.deakin.edu.au/deakinsurveys/s?s=258>
([Click to preview survey](#))

Start date: [Tuesday, February 5, 2008 11:02:03 AM EST](#)
Stop date: [Tuesday, February 12, 2008 11:02:03 AM EST](#)
Responses: 0 stored, 0 ongoing, 0 completed

Survey attributes

Number of questions:	No questions exist
Number of translations:	0
Maximum number of responses:	Not specified
Survey authentication:	Off
Allow multiple submissions:	No, prevent with: cookies
Anonymity of respondents in invitations:	No anonymity

Locked by skomel
([Click to unlock survey](#))

Notice that the List of Menu items has changed in the left vertical menu.

Each functional area has its own set of menu items, depending on the available functions for that area.

Note the following:

- The survey URL is automatically generated – this will be used to issue your survey electronically to participants.
- Start and stop dates are set to default from the day you create the survey until one week after. You will need to change these to allow for the survey approval process.
- The traffic light indicates the status of the survey. Red indicates the survey is locked and not available for responses. Green indicates the survey is available for responses however the start date must be current in order for responses to be captured.
- The Survey Attributes provides a summary of the features of the survey.
- In the left vertical menu, the second box “Guide” provides the suggested steps to help you create the survey and have it ready for use.

Creating Questions

Whilst in the Survey Administration screen, click on “Questions” in the Menu:

Main folder Planning Unit FY@D skomel

Deakin home > Deakin Online Surveys

Menu

- Questions
- Piping
- Look and feel
- Preview survey
- Survey setup
- Translations
- Comments
- Publish survey
- Reports and data

Surveys Report Portals My Panel Resources Help

Survey administration

Welcome, skomel [My profile](#) [Logout](#)

FY@D skomel

Link (URL): <http://www.deakin.edu.au/deakinsurveys/s?s=258>
([Click to preview survey](#))

Start date: [Tuesday, February 5, 2008 11:02:03 AM EST](#)
Stop date: [Tuesday, February 12, 2008 11:02:03 AM EST](#)
Responses: 0 stored, 0 ongoing, 0 completed

Locked by skomel
([Click to unlock survey](#))

Survey attributes

Number of questions:	No questions exist
Number of translations:	0
Maximum number of responses:	Not specified
Survey authentication:	Off
Allow multiple submissions:	No, prevent with: cookies
Anonymity of respondents in invitations:	No anonymity

The following screen will appear:

Main folder Planning Unit FY@D skomel Questions

Deakin home > Deakin Online Surveys

Surveys Report Portals My Panel Resources Help

New question

Welcome, skomel [My profile](#) [Logout](#)

Question 1 / 1

Save Next >>

Enter question text

[Advanced edit]

Rating Multiple choice Numeric Dropdown Matrix No type

Minimum value label: Poor

Maximum value label: Excellent

No selection label: N/A

Scale from 1 to: 5

Validation

☐ Required

Validation message

Please answer the rating question.

☐ Open ended question

Advanced settings

Jump to Go Move to Go ☐ Copy to next Save Next >>

Begin by entering the text for the first question in your survey.

Main folder Planning Unit FY@D skomel Questions
Deakin home > Deakin Online Surveys

Menu
Preview question
Insert new question
Insert from library
Replace from library
Save to question library
Delete question
Questions
Branching
Preview survey
Reports and data
Back to survey
Guide >>>
The following steps are recommended for your survey:
Create questions

Surveys Report Portals My Panel Resources Help

New question Welcome, skomel My profile Logout

Question 1 / 1

Save Next >> Advanced edit

Do you have daily access to the internet from outside the University?

Note: There is an "advanced edit" function if you wish to change the formatting of the question text (i.e bold, font size etc).

Multiple Choice Questions

Multiple choice questions allow participants to select from a number of predefined responses.

Each time you enter a new question, you will need to select the answer method most appropriate to your question. To create a multiple choice question, select the "multiple choice" tab.

Do you have daily access to the internet from outside the University?

Advanced edit

Rating Multiple choice Numeric Dropdown Matrix No type

Choice labels Label position Images (enable ☐)

Options
Allow multiple selections: ☐
Last choice has text field for other: ☐
Display columns: 1

Validation
0 selections required
0 selections allowed

Validation message
Please select at least ... options.
Please select maximum ... options.

☐ Open ended question

Advanced settings

Jump to Go Move to Go ☐ Copy to next Save Next >>

Under the heading “Choice labels” enter the response options for your question.

The screenshot shows a survey question editor. At the top, there are 'Save' and 'Next >>' buttons. Below them is a text area containing the question: "Do you have daily access to the internet from outside the University?". To the right of the text area is a link labeled "[Advanced edit]". Below the text area is a toolbar with icons for adding, editing, deleting, and inserting options. Below the toolbar is a tabbed interface with tabs for "Rating", "Multiple choice" (which is selected), "Numeric", "Dropdown", "Matrix", and "No type". Under the "Multiple choice" tab, there are three main sections: "Choice labels", "Label position", and "Images (enable ☐)". The "Choice labels" section has five input fields, the first two containing "Yes" and "No". The "Label position" section has five dropdown menus, all set to "button left". The "Images" section has five image icons and five dropdown menus, all set to "image left". To the right of these sections is a green plus icon with a question mark and a red minus icon. Below these sections is the "Options" section, which includes checkboxes for "Allow multiple selections:" (unchecked), "Last choice has text field for other:" (unchecked), and a "Display columns:" dropdown set to "1". Below the "Options" section is the "Validation" section, which includes two dropdown menus set to "0" and labels "selections required" and "selections allowed". To the right of the "Validation" section is the "Validation message" section, which has two text areas containing "Please select at least ... options." and "Please select maximum ... options.". Below the "Validation" and "Validation message" sections is a checkbox labeled "Open ended question" which is unchecked. Below that is a section labeled "Advanced settings" with a downward arrow. At the bottom of the form are "Jump to" and "Move to" dropdown menus, each followed by a "Go" button, and a "Copy to next" checkbox. On the far right are "Save" and "Next >>" buttons.

Note the following:

- Multiple Choice style questions default to allow for only one answer to be selected. “Allow multiple selections” can be selected if more than one answer is desired.
- If your list of answers is very long, and you require more choice labels, click on the green plus symbol to add another 5 label fields at a time.
- You can select to spread your choice labels across more than one column. Select the number of columns you want from the “Display columns” under “Options”.
- If you want to randomise the order that the options are displayed then tick the check box next to ‘Answer rotation, if applicable’ checkbox under Advanced settings.

Validation Rules

One method of ensuring that your respondents answer the question is to use a validation rule. Under “Validation” select “1 selection required” and complete the validation message to read “Please select at least one option.” Once this is activated, if a respondent tries to skip this question, a warning dialogue box will appear forcing the respondent to answer before they are able to continue with the rest of the survey.

The screenshot shows a survey question editor for the question "Do you have daily access to the internet from outside the University?". The question type is set to "Multiple choice". The interface includes sections for "Choice labels" (with "Yes" and "No" options), "Label position" (set to "button left"), and "Images (enable)" (with a grid of image options). The "Options" section includes checkboxes for "Allow multiple selections:", "Last choice has text field for other:", and "Display columns:" (set to 1). The "Validation" section is circled in red and shows "1" selected for "selections required" and "0" for "selections allowed". The "Validation message" section contains two text fields: "Please select at least one option." and "Please select maximum ... options.". At the bottom, there are checkboxes for "Open ended question" and "Advanced settings", and a "Copy to next" checkbox.

Save Next >>

[Advanced edit]

Do you have daily access to the internet from outside the University?

Rating Multiple choice Numeric Dropdown Matrix No type

Choice labels

Yes ...

No ...

Label position

button left

Images (enable ☐)

image left

Options

Allow multiple selections: ☐

Last choice has text field for other: ☐

Display columns: 1

Validation

1 selections required

0 selections allowed

Validation message

Please select at least one option. ...

Please select maximum ... options. ...

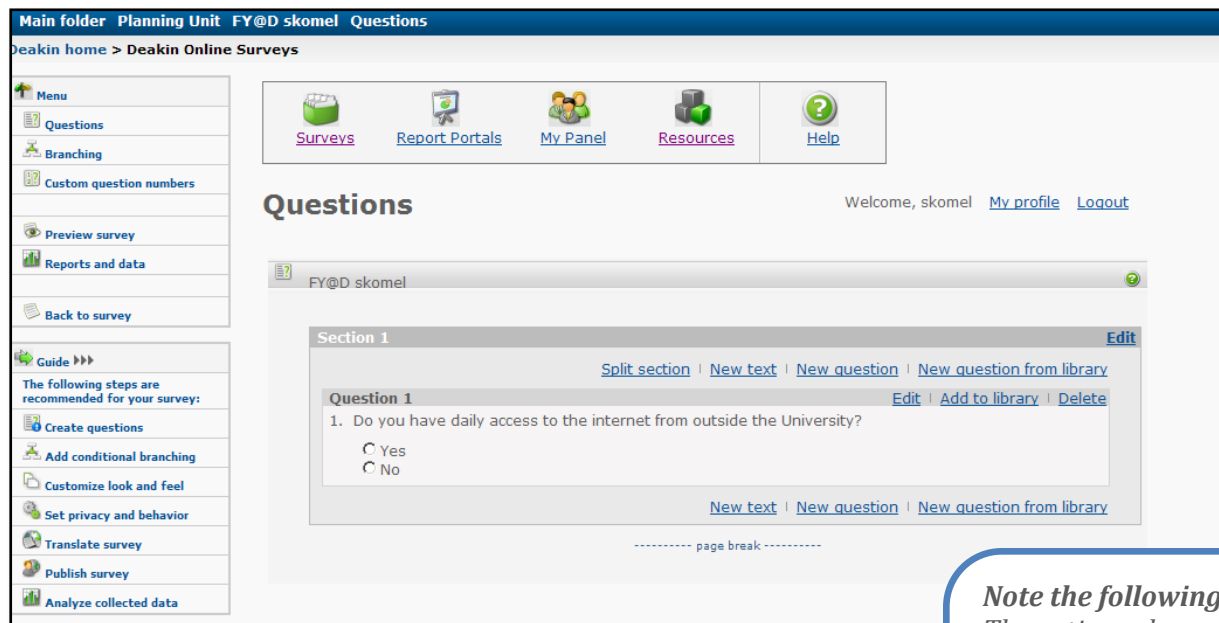
☐ Open ended question

Advanced settings

Jump to Go Move to Go ☐ Copy to next

Note: If you selected the “Allow multiple selections” and you required more than one answer to be chosen, then you can use the validation rule by choosing the number of answers you require in the dropdown box located next to the “selections allowed” validation rule.

Click “save” which will take you to the Questions screen:



This screen allows you to view how your questions will look and in which order they will appear in.

If you need to make changes to the question click on edit and it will take you back to the previous screen, otherwise click on “new question” either at the top or bottom of the section to create the next question.

Note the following:

The options above and below each question are placed in the relevant section

- Add new text
- New question from library
- Split sections

These options will be discussed later in the user manual.

Numeric Questions

Questions which request a numerical answer can be presented as a numeric question. For example, the question 'How regularly do you check your Deakin email address?' requires a one, two, or three digit answer.

When creating a new question, Opinio numbers the questions as they are entered. The order of questions can be edited via the main Questions Menu.

Enter the question text for the numeric question and select the "Numeric" answer style.

The screenshot shows the 'Question 3 / 4' editor window. At the top, there are navigation buttons: '<< Previous', 'Save', and 'Next >>'. Below these is a text area containing the question text: 'How regularly do you check your Deakin email address?'. To the right of the text area is a link for '[Advanced edit]'. Below the text area are four icons for different question types: Rating, Multiple choice, Numeric (selected), and Dropdown. Below the icons are tabs for 'Rating', 'Multiple choice', 'Numeric' (selected), 'Dropdown', 'Matrix', and 'No type'. The 'Numeric' tab is active, showing settings for 'Type' (integer selected, decimal unselected), 'Prefix label' (empty), 'Postfix label' (empty), and 'Field size' (3). Below these are 'Validation' options: 'Not a number' (checked), 'Required' (unchecked), 'Min value' (empty), and 'Max value' (empty). To the right of these are 'Validation message' options: 'Please enter a valid number.' (checked), 'Please answer the numeric question.' (unchecked), 'Please enter a number greater than ...' (unchecked), and 'Please enter a number less than ...' (unchecked). Below the validation options is a checkbox for 'Open ended question' (unchecked) and a section for 'Advanced settings' (expanded). At the bottom, there are 'Jump to' and 'Move to' dropdown menus, 'Go' buttons, a 'Copy to next' checkbox (unchecked), and navigation buttons: '<< Previous', 'Save', and 'Next >>'. A small green help icon is visible in the top right corner of the editor window.

The prefix allows you to enter text before the answer field, in this example "I check my email" is used. The postfix label allows you to enter text following the answer field, this example uses "time(s) per week".

Click save to preview the question.

The screenshot shows the previewed question in the Opinio interface. At the top, there are links for 'Edit', 'Add to library', and 'Delete'. Below these is the question text: '3. How regularly do you check your Deakin email each week?'. Below the question text is the answer field: 'I check my email [input field] time(s) per week'.

Dropdown boxes

Dropdown boxes allow participants to select from multiple predefined responses through use of a dropdown box.

Enter the question text within the space provided. Select “Dropdown” from the answer types and enter the list of possible answers.

The screenshot shows the 'Dropdown' configuration screen. At the top, there are tabs: Rating, Multiple choice, Numeric, **Dropdown**, Matrix, and No type. Below the tabs, the 'Select dropdown list from the bank' section has a 'Dropdown bank:' dropdown menu showing 'No items in the list.' Below this is the 'or type dropdown items manually' section. It includes checkboxes for 'Multiple selections on:' and 'Sort alphabetically:'. The 'Dropdown size:' is set to 1. The 'Dropdown label:' is 'Hours per week'. Below this is a text area for 'Type each item in the dropdown list on one single line:' containing a list of hours per week ranges: 6-10, 11-15, 16-20, 21-25, 26-30, 30-35, 36-40, and 40+. There is also a 'Name this dropdown for later reuse (optional):' field. The 'Validation' section has '1' selections required and '0' selections allowed. The 'Validation message' section has two messages: 'Please select at least one item' and 'Please select maximum ... items.'. At the bottom, there is an 'Open ended question' checkbox, an 'Advanced settings' section, and navigation buttons: 'Jump to', 'Go', 'Move to', 'Go', 'Copy to next', '<< Previous', 'Save', and 'Next >>'. A blue note bubble on the right says: 'Note: The Dropdown Label allows you to display an initial title on the dropdown box.'

The dropdown bank allows you to access previously saved dropdown lists.

When entering items, each response option within the dropdown box must be on a new line.

If you want to randomise the order that the options are displayed then tick the check box next to 'Answer rotation, if applicable' checkbox under Advanced settings.

Click save to return to the question screen.

The screenshot shows the question screen. At the top, there is a header bar with 'Question 5' and links for 'Edit', 'Add to library', and 'Delete'. Below the header, the question text is '5. On average, how many hours do you work per week?'. Below the question text is a dropdown menu with the label 'Hours per week'.

Rating questions

If participants are required to rate a single item, a Rating question can be used.

The Rating question will present the participant with a minimum value (e.g. Unimportant) and a maximum value (e.g. Very Important) with a predefined numerical scale in-between.

Select the "Rating" tab and enter the value labels, and number of scale options. If you wish to provide participants with a 'no selection' option, enter 'N/A' within the No selection label area.

The screenshot shows the configuration interface for a Rating question. At the top, there is a text area for the question: "What degree of importance did **campus location** influence your choice of course, where 1 = unimportant and 5 = very important." Below this is a rich text editor toolbar. The "Rating" tab is selected, showing fields for "Minimum value label" (Unimportant), "Maximum value label" (Very Important), "No selection label" (empty), and "Scale from 1 to:" (5). There is a "Validation" section with a checked "Required" checkbox and a "Validation message" field containing "Please answer the rating question." Below these are checkboxes for "Open ended question" and "Advanced settings". At the bottom are navigation buttons: "Jump to" with a dropdown and "Go" button, "Move to" with a dropdown and "Go" button, a "Copy to next" checkbox, and "Previous", "Save", and "Next" buttons.

Click on save to view the question.

The screenshot shows the final Rating question as it appears to participants. It is titled "Question 7" and has the same text as the configuration screen: "7. What degree of importance did **campus location** influence your choice of course, where 1 = unimportant and 5 = very important." Below the text is a horizontal scale with five radio buttons labeled 1, 2, 3, 4, and 5. The labels "Unimportant" and "Very Important" are at the ends of the scale. At the top right of the question box are links for "Edit", "Add to library", and "Delete".

Matrix questions

Matrix questions present the participant with one or more question and a range of response options that can be applied to each question.

To create a Matrix question, select the “Matrix” tab within the question editing screen. Select the appropriate number of columns rows for the question. This number will also need to allow for a row of headings and a column of labels for the matrix.

The screenshot shows the 'Question 8 / 8' editing window. The 'Matrix' tab is selected. The question text is: 'For each of the following services, please indicate your level of satisfaction where 1 = very dissatisfied and 5 = very satisfied, and level of importance of that service, where 1 = unimportant and 5 = very important'. The 'Matrix size' is set to 11 (cols) X 6 (rows). The 'Matrix type' dropdown is set to 'Dual scale (rating + importance)'. The 'Create matrix' button is visible. Below the matrix settings, there are checkboxes for 'Open ended question' and 'Advanced settings'. At the bottom, there are 'Jump to' and 'Move to' buttons, a 'Copy to next' checkbox, and navigation buttons: '<< Previous', 'Save', and 'Next >>'.

Then select “Dual scale (rating + importance)” from the dropdown list and click “create matrix”.

A dual scale matrix is automatically separated into two parts: rating, and importance. They are shaded slightly differently so you can tell them apart. There are 11 columns and 6 rows. The first row and first column is used for headings and labels (indicated by the ABC box). All other boxes are possible answer choices. This will become clearer when we view the question in the question screen.

The screenshot shows the Matrix question preview. The matrix is 11 columns by 6 rows. The first row and first column are shaded light blue and contain labels 'abc'. The remaining cells are shaded light green and contain 'abc'. To the right of the matrix is a 'Resize' section with input fields for '11' and '6', and an 'Ok' button. Below the matrix is a 'Cell groups' table.

Color	Name	Type	Position	Actions
Light Blue	Rating	One choice per row (rating)	[2, 2] [6, 6]	Delete
Light Green	Importance	One choice per row (rating)	[7, 2] [11, 6]	Delete

Hint: There are two ways to add labels to your matrix; either click on individual cells or select the entire row or column. This is achieved by clicking on the green pencil at the end of the row or column.

When adding a label to a cell, the screen below will appear:

Cell identifier:

Background color:

Text Numeric Dropdown Checkbox **Label** Image No type

Label:

Text color:

Save Close

Enter the label and select save.

The appearance of the matrix in the Question Edit view will not have changed, however when you preview the survey, the label will be visible.

Color	Name	Type	Position	Actions
	Rating	One choice per row (rating)	[2, 2] [6, 6]	Delete
	Importance	One choice per row (rating)	[7, 2] [11, 6]	Delete

To edit an entire row of labels at once, select the green pencil at the end of the row:

Opinio automatically labels the dual scale matrix with “Good/Bad” and “Important/Not important”. However you can edit these to suit the scale relevant to your survey.

Column	Row	Type	Cell identifier	Label	Image	Dropdown
1	1	Label				No items in the li
2	1	Label		Good 1		No items in the li
3	1	Label		 2		
4	1	Label		 3		
5	1	Label		 4		
6	1	Label		Bad 5		
7	1	Label		Important 1		
8	1	Label		 2		
9	1	Label		 3		
10	1	Label		 4		
11	1	Label		Not important 5		

Tip: Notice that there is a “
” in the labels: this is a command that means “line break” and would be the same as using the carriage return on your keyboard. This is a formatting function and is not essential to use in your surveys. Without the line break, the labels would just sit on one line.

Click “save”, then “close” in the next screen to return to the Question Edit screen.

You can then return to the main Questions screen to view your matrix:

Question 8 [Edit](#) | [Add to library](#) | [Delete](#)

8. For each of the following services, please indicate your level of satisfaction where 1 = very dissatisfied and 5 = very satisfied, and level of importance of that service, where 1 = unimportant and 5 = very important

	Rating					Importance				
	Very Dissatisfied 1	Dissatisfied 2	Neutral 3	Satisfied 4	Very Satisfied 5	Unimportant 1	Somewhat Important 2	Undecided 3	Important 4	Very Important 5
Academic Dates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bookshop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Campus Security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DUSA 4U	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Open ended questions

Each question type allows the addition of a text box below the main question. This enables participants to leave additional comments relating to the question.

It is also possible to create questions that are solely asking for written feedback. This type of question is an Open Ended question.

To create an Open Ended question, select the “no type” answer style and select “open ended question”.

Question 9 / 9

<< Previous Save Next >>

[Advanced edit]

What were the best aspects of your course?

Rating Multiple choice Numeric Dropdown Matrix No type

No question type is selected

☒ Open ended question

Rows: 3
Columns: 50
Max chars: 255
Label:
Allow images: ☐

Advanced settings

Jump to Go Move to Go ☐ Copy to next << Previous Save Next >>

Depending on how much detail you expect respondents to provide, you will need to adjust the number of rows and columns of white space for them to write in (remembering the maximum number of characters for an open ended question is 255 characters).

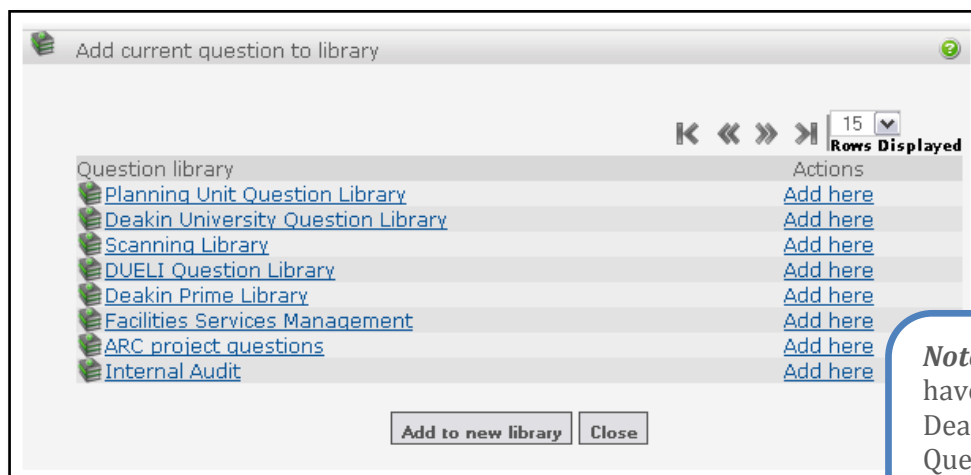
Note: 255 characters is approximately the length of the above paragraph. The maximum number of columns and rows allowed is 99.

Question 6 Edit Add to library Delete

6. What were the best aspects of your course?

Question Library

The question library allows you to store and re-use questions that you have previously created, even for other surveys. Once you have created a new question and return to the question screen simply click on “add to library”. Question libraries may be shared so you can add to them or they can be specific to certain users.



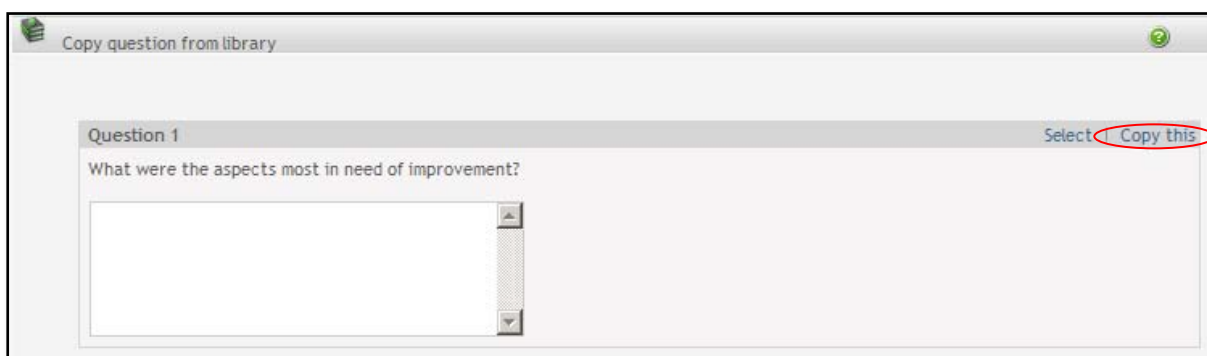
Note: you will only have access to the Deakin University Question Library, or the library allocated to your area.

You can add questions to existing question libraries or you can start a new one. Click on an existing library and add the question, then click on “close” in the next screen.

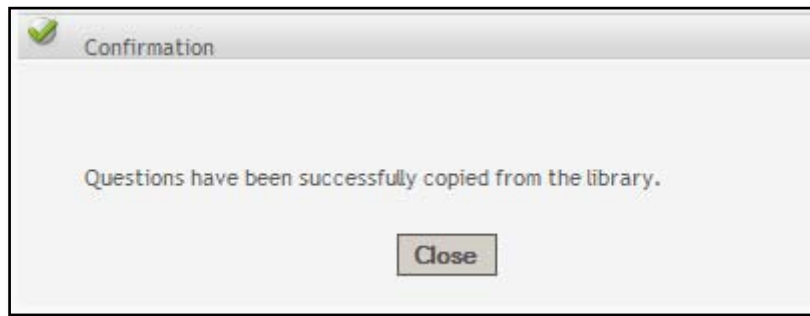
When you wish to use a question from the library you need to be in the Questions screen. Above and below each question there is an option “new question from library”.



A list of questions that have previously been added to the library will be available for you to choose from.



Select a question by clicking on “copy this”.



Click close to return to the question screen. The question from the library will now be inserted into your survey.

The screenshot shows the 'Section 10' editor. At the top right are 'Edit' and 'Delete' links. Below the section header are links: 'New text', 'New question', and 'New question from library'. The first question, 'Question 9', asks 'What were the best aspects of your course?' and has a large text input field. To its right are 'Edit', 'Add to library', and 'Delete' links, with up and down arrow icons. The second question, 'Question 10', asks 'What were the aspects most in need of improvement?' and also has a large text input field. Below it are the same navigation links. At the very bottom, a 'page break' indicator is visible.

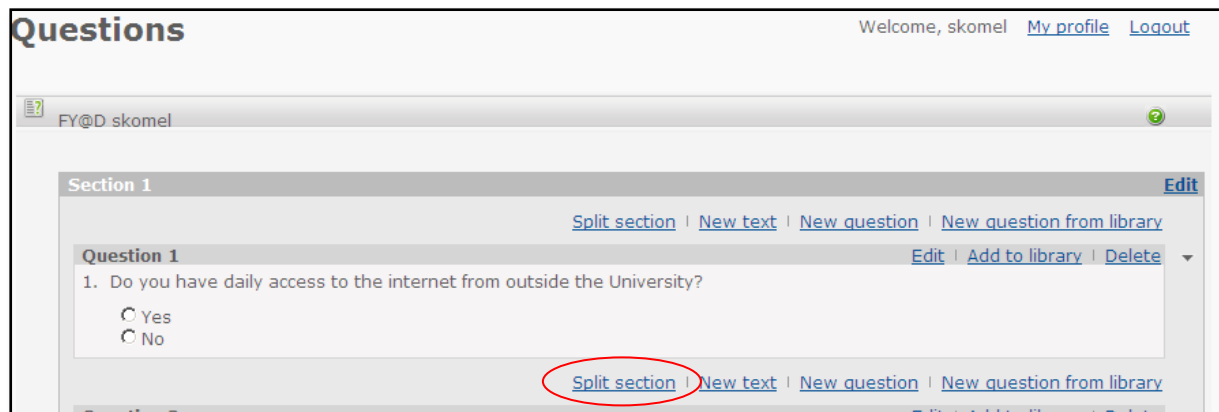
Organising questions

Once you have created the questions for the survey, you may wish to change the order of them. In the Questions screen, for each question there are arrow heads on the right hand side of the question box. Use these to rearrange the order of the questions.

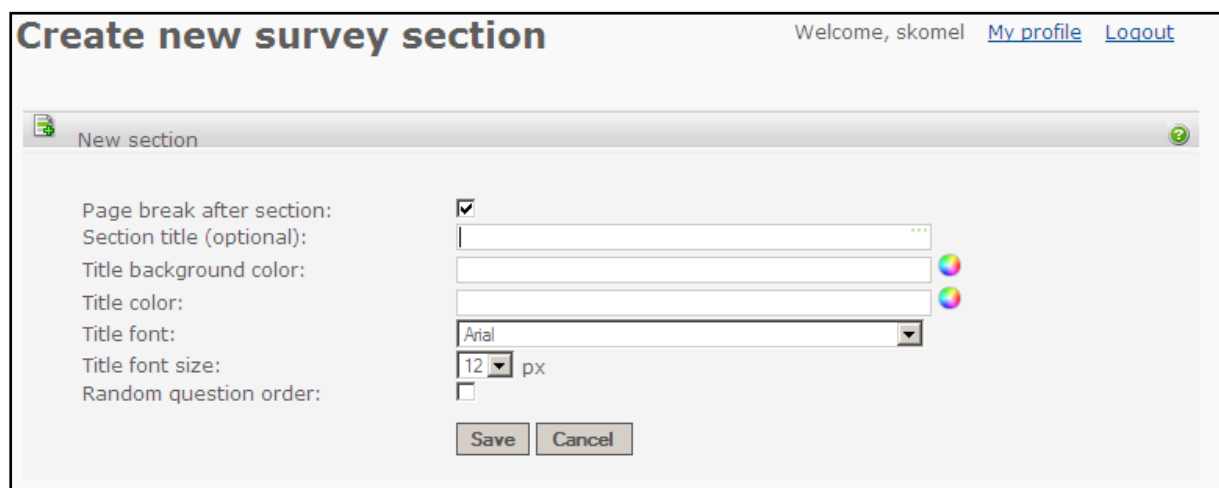
The screenshot shows 'Section 1' and 'Section 2' in the survey editor. 'Section 1' contains 'Question 1' with the text '1. Do you have daily access to the internet from outside the University?' and radio button options for 'Yes' and 'No'. To the right of the question box are 'Edit', 'Add to library', and 'Delete' links, with a red circle highlighting the down arrow icon. 'Section 2' contains 'Question 2' with the text '2. Is the internet access broadband?' and radio button options for 'Yes', 'No', and 'NA'. To its right are the same navigation links, with a red circle highlighting the up arrow icon. A 'page break' indicator is visible between the two sections.

Split Sections – *Updated Feature*

The split section function is available to allow for questions to be grouped or split across screens using a page break function. Select split section above a question to add a new page to the survey at that point.



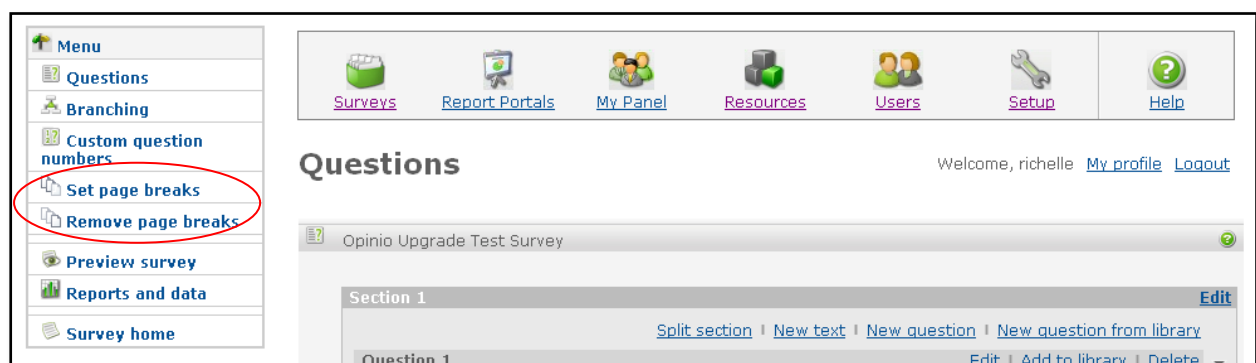
The following dialogue box will appear:



This allows you to give the section a heading, change the background colour and format the font. If you wish to randomise the question order within the section to avoid a bias/priming effect you can do this here.

There is also an option to remove all section breaks, or to add section breaks to every question.

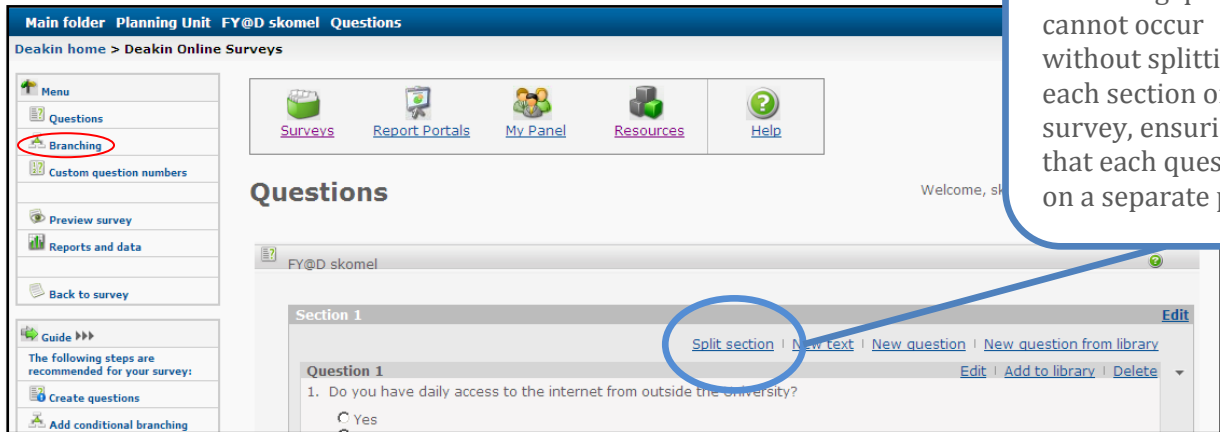
The option can be found in the main 'Questions' menu.



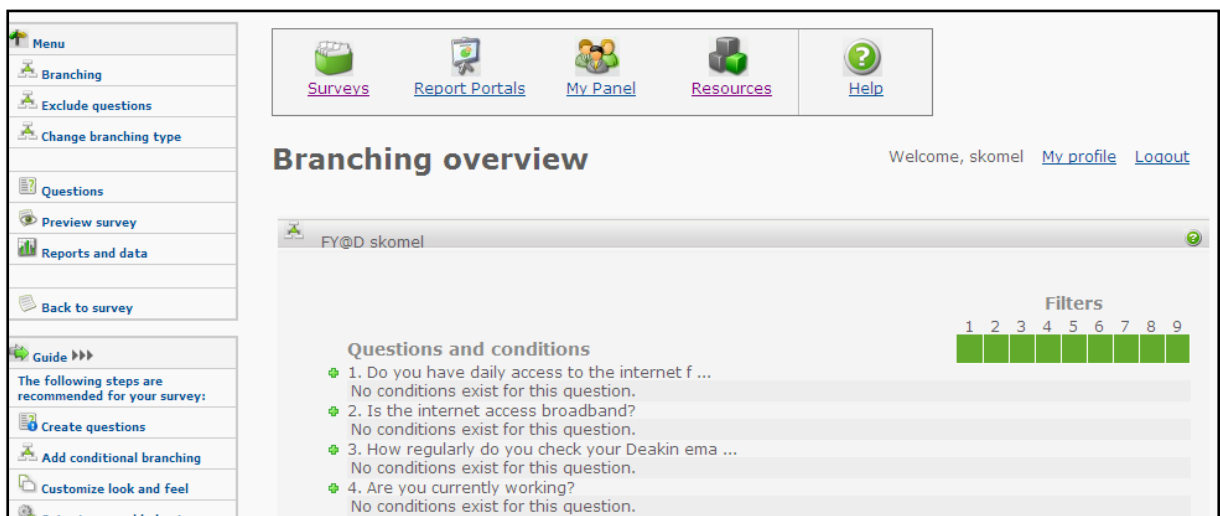
Conditional Branching

Conditional branching is used to filter out or skip irrelevant questions based on a condition that you set within the survey. For example, if question 1 asks 'Do you have a cat' and question 2 asks 'what colour is your cat' you would need to set a condition on the first question so that respondents who answer 'no' (i.e. they do not have a cat) are not asked the second question as it is not relevant to them. It is essential that you use the validation rule for questions that will be linked to a conditional branch.

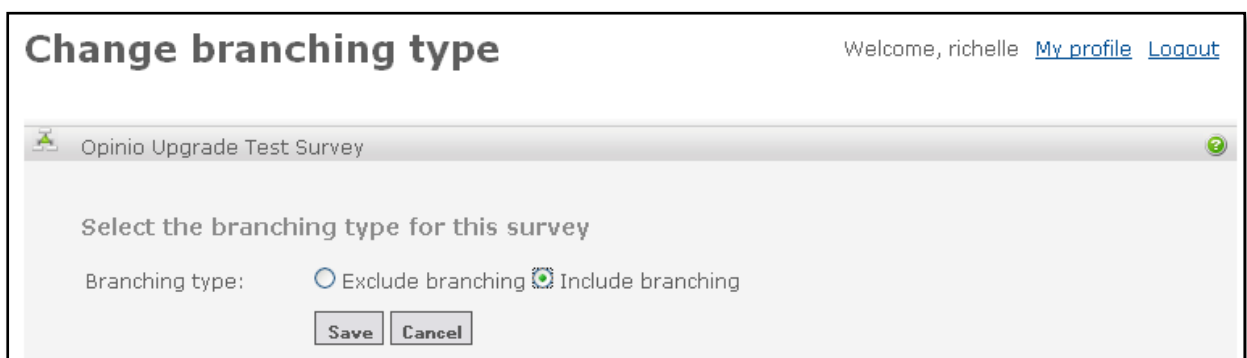
Click on "branching" in the left vertical menu while you are in the questions screen.



You will be presented with the Branching Overview screen:



Branching can be set to either include questions within a survey based on conditions, or to exclude questions based on certain conditions. Select Change Branching Type in the left vertical menu to edit this setting.



For this example, we want to include questions with conditional branching. The first step is to exclude all questions that will not be relevant to all respondents. This will stop these questions from being displayed until the participant meets the assigned condition.

To do this, click on “exclude questions” in the left vertical menu and select the relevant questions.

The “Filters” key on the top of the screen shows which questions do not form part of the main survey (red blocks).

At this stage the only condition that is set is to initially skip questions 2 and 5. There are no conditions set for individual questions.

To set the first condition, click on the green plus sign next to question one (this will give you the ability to set the condition to include question 2 for some respondents depending on what answer they give to question 1).

New condition Welcome, skomel [My profile](#) [Logout](#)

FY@D skomel

Condition name:

Condition

1) Do you have daily access to the internet from outside the University?

☐ Yes
☐ No

Respondent must select: ☒ At least one ☐ None

Filter

If the above condition is true, then include the selected questions in the following sections

☐ Questions

☐ 2) Is the internet access broadband?

☐ 5) On average, how many hours do you work per ...

Give the condition a name, for example 'internet'.

Check the box next to "yes"

Check the box next to question 2

New condition Welcome, skomel [My profile](#) [Logout](#)

FY@D skomel

Condition name:

Condition

1) Do you have daily access to the internet from outside the University?

☒ Yes
☐ No

Respondent must select: ☒ At least one ☐ None

Filter

If the above condition is true, then include the selected questions in the following sections

☐ Questions

☒ 2) Is the internet access broadband?

☐ 5) On average, how many hours do you work per ...

Click Save then OK in the next screen.

The branching overview screen will now display a green box under question 2, indicating that if the condition is met on question 1, question 2 will be displayed.

Branching overview

Welcome, skomel [My profile](#) [Logout](#)

!

The branching is out of date. Please make sure that questions are included by at least one branch condition.

FY@D skomel

Filters

123456789

Questions and conditions

1. Do you have daily access to the internet f ...

Internet

2. Is the internet access broadband?

No conditions exist for this question.

3. How regularly do you check your Deakin ema ...

No conditions exist for this question.

4. Are you currently working?

No conditions exist for this question.

5. On average, how many hours do you work per ...

No conditions exist for this question.

6. How did you primarily find out about you c ...

No conditions exist for this question.

7. Please indicate the degree of importance t ...

No conditions exist for this question.

8. For each of the following services, please ...

No conditions exist for this question.

9. What were the best aspects of your course?

No conditions exist for this question.

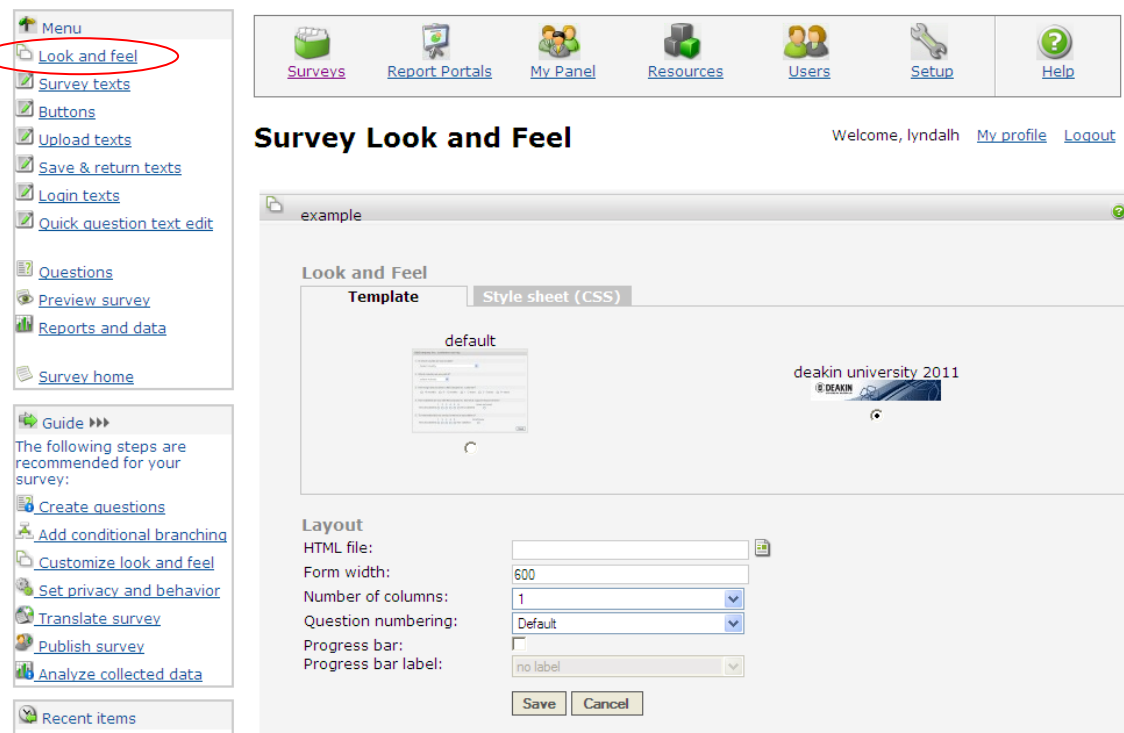
Note: You will be able to confirm that branching conditions are functioning as desired in the Preview Survey window.

Look and Feel

The Look and Feel section of Opinio allows you to add headings, introductions, footers and other functions to the survey. To get to the Look and Feel section from the questions screen, select “Look and Feel” from the left vertical menu of the Survey Administration screen.

Templates

All Deakin University webpages need to comply with the pre-approved branding and colour schemes. A Deakin University template has been included for your use.



Below is an example of the ‘Deakin’ template within a survey, including a progress bar.



Example survey

1. Which Faculty are you studying in?

- ☐ Arts and Education
- ☐ Business and Law
- ☐ Health
- ☐ Science and Technology

50%

Start

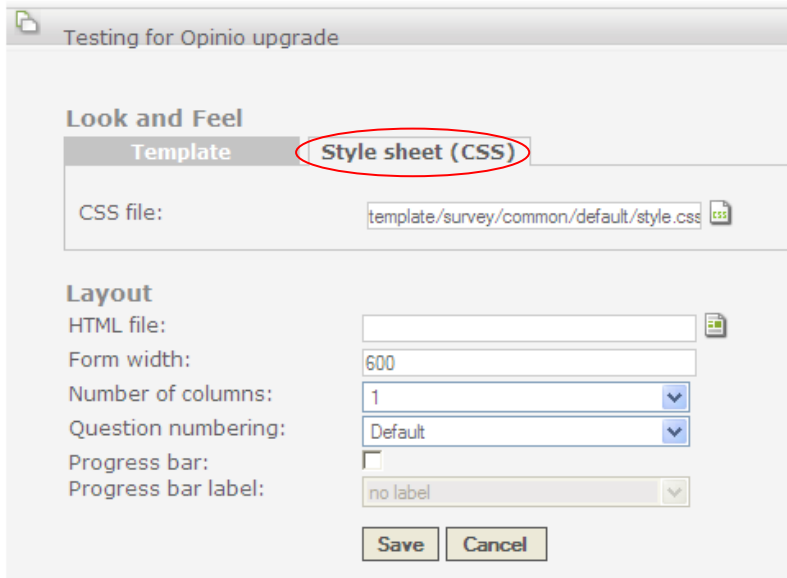
Powered by
[Opinio Survey Software](#)

To add a progress bar to the survey click on the progress bar label and select either a percentage or count, then save and OK. This will take you back to the Survey administration screen.

A progress bars gives respondents an idea of how much of the survey they have completed and how much more there is to complete.

Viewing of surveys using these templates is not optimised on an ipad due to their smaller screen and the way the ipad zooms into text question answer boxes, thereby hiding the original question text. A Style sheet (CSS) has been created to optimise viewing on both computers and ipads (template/survey/common/default/style.css). This CSS file utilises the Deakin University 2011 banner.


Survey Look and Feel



Testing for Opinio upgrade

Look and Feel


Template **Style sheet (CSS)**


CSS file: 

Layout


HTML file:

Form width:

Number of columns: 

Question numbering: 

Progress bar: ☐

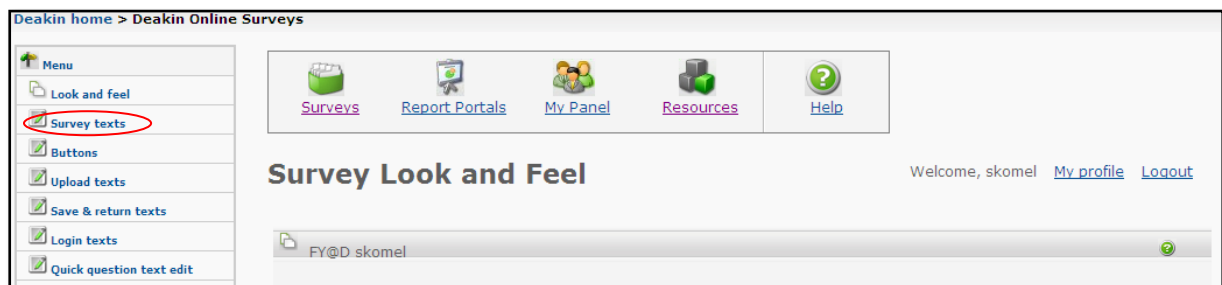
Progress bar label: 

Survey Texts

All good surveys have an introduction that explains the ‘who what why and where’ of the survey. You may also wish to have a header and footer, as well as a parting “thank-you” comment once the respondent comes to the end of the survey.

Click on “Look and Feel” in the left vertical menu.

Select “Survey Texts”



Deakin home > Deakin Online Surveys

Menu

- Look and feel
- Survey texts**
- Buttons
- Upload texts
- Save & return texts
- Login texts
- Quick question text edit

Surveys Report Portals My Panel Resources Help

Survey Look and Feel

Welcome, skomel [My profile](#) [Logout](#)

FY@D skomel

On the ‘Survey Texts’ page you can add a heading that will displaying throughout the survey, a survey window title, introduction text that will display at the beginning of the survey, a header and footer for the survey, and a thankyou note at the end of the survey.

Deakin home > Deakin Online Surveys

Menu

- Look and feel
- Survey texts
- Buttons
- Upload texts
- Save & return texts
- Login texts
- Quick question text edit

Surveys
Report Portals
My Panel
Resources
Help

Survey texts

Welcome, skomel [My profile](#) [Logout](#)

FY@D skomel

Heading: FY@D skomel
Survey window title: Survey
Introduction:
Header:
Footer:

[Advanced edit]
[Advanced edit]
[Advanced edit]

Name the resource for later reuse

When editing the survey, introduction text will appear at the top of section 1, which will by default also include question 1. To move the introduction text to a separate page, click on 'Split Section' above question 1.

Privacy and Behaviour

Security and Privacy

From the Survey Administration screen, select Survey Setup.

Main folder Planning Unit Opinio Training Richelle - Test Opinio Upgrade Test Survey

Deakin home > Deakin Online Surveys

Menu

- Questions
- Piping
- Look and feel
- Preview survey
- Survey setup**
- Translations
- Comments
- Publish survey
- Reports and data
- Survey home


Surveys
Report Portals
My Panel
Resources
Users
Setup
Help

Survey administration

Welcome, richelle [My profile](#) [Logout](#)

Opinio Upgrade Test Survey

Link (URL): <http://www.deakin.edu.au/deakinsurveys/s?s=2152>
([Click to preview survey](#))
Start date: [Thursday, October 22, 2009 11:03:19 AM EST](#)
Stop date: [Thursday, October 29, 2009 11:03:19 AM EST](#)
Responses: 0 stored, 0 ongoing, 0 completed



Locked by richelle
Closed by date
([Click to unlock survey](#))

Survey attributes
Number of questions: 10

Opinio defaults to “no authentication”, but for surveys that target Deakin staff and students with UMS passwords, use the LDAP Authorised plug-in as this will prompt the staff or student to enter their UMS details before they take the survey.

For surveys that include respondents who do not have a UMS password and are being sent an invitation email via Opinio, use the “password assigned by invitations”.

In situations where the Opinio invitations are not being used, you can set one password for the survey and give this to your respondents.

There are three levels of anonymity:

- None (Invitees are linked to respondents),
- Partly (Invitees are linked to respondents at the database level only) and
- Full (link between the invitee and respondent is completely removed)

Regardless of the level selected, Opinio will assign each respondent with a unique ID.

Survey Behaviour

To alter the behaviour of the survey, enter the Survey Setup menu, then select 'Survey Behaviour'.

Main folder Planning Unit FY@D skomel Behavior

Deakin home > Deakin Online Surveys

Menu

- Security and privacy
- Survey behavior**
- Start/stop dates
- Reload survey
- Questions
- Preview survey
- Reports and data
- Back to survey

Guide >>>

The following steps are recommended for your survey:

- Create questions
- Add conditional branching
- Customize look and feel
- Set privacy and behavior
- Translate survey
- Publish survey
- Analyze collected data

Navigation

Enable save and return: ☐
Enable back button: ☐

Responses and data

Maximum number of responses: 0
Maximum upload size: 1024 KB
Validation: Server side
Save responses on: every page

Multiple submissions

Allow multiple submissions: No
Check type: general check (start and completion)
Prevent with: ☒ cookies ☐ IP-address check ☐ invitations

Email

From Name:
From Email:

Multilingual

Survey language: English (Australia)
Language switch type: URL only

Integration

Redirect to address:
Custom survey id (optional):
Save URL parameters: Yes

after: last survey page

Save Cancel

This screen allows you to manipulate functions including navigation, response quotas, number of submissions, language and to select a redirect website once the survey is completed.

To send participants to a particular website, or area of the Deakin website, enter the URL into the "Redirect to address" space provided at the bottom of the page under the "Integration" section.

Please note that the default is to redirect after the last survey page rather than the thankyou message. You will probably most likely want to change this.

Survey setup: behavior

Welcome, skomel [My profile](#) [Logout](#)

Navigation

Enable save and return: ☐
Enable back button: ☐

Responses and data

Maximum number of responses: 0
Maximum upload size: 1024 KB
Validation: Server side
Save responses on: every page

Multiple submissions

Allow multiple submissions: No
Check type: general check (start and completion)
Prevent with: ☒ cookies ☐ IP-address check ☐ invitations

Email

From Name:
From Email:

Multilingual

Survey language: English (Australia)
Language switch type: URL only

Integration

Redirect to address:
Custom survey id (optional):
Save URL parameters: Yes

after: last survey page

Save Cancel

Publish a survey

Before you publish your survey, complete the following checklist:

- ☑ **Thoroughly test the survey using the Preview Survey option in the Survey Home menu**
- ☑ **Set survey open and close dates from the Survey Home menu**
- ☑ **Confirm that the survey is unlocked (green light)**
- ☑ **Check the survey texts for typos or other errors**
- ☑ **Set privacy rules**

Once you have created the questions, finalised formatting and selected the privacy and behaviour rules, you are now ready to send the survey out to the respondents. Select “publish survey” from the left vertical menu. This screen lists all the options you can select from when publishing your survey.

The screenshot shows the 'Publish survey' interface for a survey titled 'Opinio Upgrade Test Survey'. At the top right, it says 'Welcome, richelle' with links for 'My profile' and 'Logout'. The main content area is titled 'Publish survey' and includes a sub-header 'There are several ways to publish the survey:' followed by a bulleted list: 'Publish link to the survey on a web page.', 'Send survey link to the potential respondents via email. You can either use your own email program or built-in Invitations module.', and 'Telephone interviews'. Below this is a section titled 'Checklist before survey publishing' with a bulleted list: 'Survey has been tested (especially branch conditions, if any)', 'Translations are up to date', 'Survey open dates are set', and 'Survey is unlocked (green light on the survey admin screen)'. A green question mark icon is visible in the top right corner of the survey title bar.

Invitations

The ‘Invitations’ link from the left vertical menu will allow you to set up email invitations that Opinio will send out.

This screenshot shows the Opinio system interface. At the top, a navigation bar includes links for 'Planning Unit', 'Opinio Training', 'Richelle - Test', 'Opinio Upgrade Test Survey', and 'Publish survey'. Below this is a breadcrumb trail: 'Deakin home > Deakin Online Surveys'. The left sidebar contains a 'Menu' section with a red circle around the 'Menu' header, and a list of options: 'Publish survey', 'Invitations', 'Phone interviews', 'Print survey', 'Preview survey', 'Survey setup', 'Comments', 'Reports and data', and 'Survey home'. Below the menu is a 'Guide' section with the text 'The following steps are recommended for your survey:' and a list of steps: 'Create questions', 'Add conditional branching', and 'Customize look and'. The main content area is titled 'Publish survey' and includes the same sub-header and bulleted list as the previous screenshot. The 'Invitations' link in the sidebar is highlighted with a red circle.

Select 'New Invitation' to begin the setup process.

The screen allows you to set up an invitation group. You are able to modify the message that is sent to participants, set reminder emails to go to non-responders on specified dates, as well as modify the email that is sent as the reminder.

The screenshot shows the 'Add invitation' page. At the top, it says 'Welcome, richelle' with links for 'My profile' and 'Logout'. The main heading is 'Add invitation'. Below it is a sub-header 'New invitation'. The form is divided into three main sections: 'Invitation settings:', 'Invitation date and message:', and 'Reminder dates and messages:'. The 'Invitation settings' section includes fields for 'Invitation name:', 'From name:' (with a placeholder 'Your Name or Deakin University'), 'From email:' (with a placeholder 'your email, or general email to receive replies'), and 'Content type:' (a dropdown menu set to 'text/plain'). The 'Invitation date and message' section includes 'Send date:' (with a calendar icon and placeholder '(M/D/YY H:MM A)'), 'Subject:' (with a placeholder 'Survey: Opinio Upgrade Test Survey'), and 'Message:' (with a text area containing a URL: 'http://www.deakin.edu.au/deakinsurveys/s?s=2152&i=[ID]&k=[KEY]&ro=[REOPEN]'). The 'Reminder dates and messages' section includes five rows for 'Reminder 1 date:' through 'Reminder 5 date:', each with a calendar icon and placeholder '(M/D/YY H:MM A)', a 'Reminder subject:' field with a placeholder 'Survey reminder: Opinio Upgrade Test Survey', and a 'Reminder message:' field with a text area containing a URL: 'http://www.deakin.edu.au/deakinsurveys/s?s=2152&i=[ID]&k=[KEY]&ro=[REOPEN]'. A blue callout box on the right side of the form contains the following text: 'Note: to avoid confusion, the From name and From email should match as this is what will be seen by those who receive the invitation email.'

To set up an invitation:

- Assign a name to the invitation. This is for administration purposes and will not be visible to participants.
- Add a "from name", e.g. Deakin University, or your name if the survey is coming directly from you.
- Add an email address
- Set the send date and time by using the calendar icon – the date format is month/day/year/hour/minute
- Modify the message you want participants to read in the email, but do not delete the URL.
- Set a reminder email message, and date and time

Note that the send and reminder dates must be within the start stop dates set in the administration screen.

You will then see the invitation details screen.

Invitation details Welcome, skomel [My profile](#) [Logout](#)

First Year at Deakin

Invitation name: First Year at Deakin
Status: Inactive

Invitee status
Invitees total: 0
Invitees responded: 0
Invitees with error: 0

Import status
Import threads active: 0

Schedule

	Scheduled	Sent
Send date:	2/14/08 12:33 PM	
Reminder 1 date:		
Reminder 2 date:		
Reminder 3 date:		
Reminder 4 date:		
Reminder 5 date:		

Inactive
[Click to activate](#)

Add Invitees

At this stage the invitation cannot proceed until you add the invitee details. Click on “add invitees” from the left vertical menu.

There are several ways you can add invitees, there are 4 tabs available.

Add Invitees Welcome, skomel [My profile](#) [Logout](#)

FY@D Invites

Enter invitees manually Copy from reusable invitee list Select from panel Import invitees

Delimiter: ,

Invitee email address (required) and data (optional), one per line:

Sort

Save Cancel

Note: Invitation lists can be saved in the resource section and be re-used for subsequent surveys but will need to be checked to confirm that contact details have not changed.

For small lists, entering the email addresses manually is often the quickest. This is also where you would paste invitation lists if you had created them in another program.

You need to select a delimiter (a character that Opinio will recognise as the end of one invitee and the start of the next). The default delimiter is a comma, if you change this be careful not to use a character that will form part of an email address.

The “select from panel” is an advanced feature which enables you to draw a sample from a population based on a sampling definition. Further information can be obtained on the Opinio Documentation website <http://www.objectplanet.com/opinio/userguide/index.htm?page=index.html>.

Import Invitees allows you to upload a csv file that contains the invitees emails delimited with a specified character (once again, the default is a comma).

Invitee information can also be used to pre-enter data within the survey. For more information on this, please refer to **Hiding Questions and Pre-Population of Questions** further on in this manual.

Once you are satisfied with the invitation list, select ‘Click to Activate’ on the Invitation Details page.

Invitation lists that include attributes

When entering an invitation list the default is to put the email then name. However, it is also possible to add attributes (i.e. known details about the respondent) that can be used for piping (invitee piping) or downloading along with responses when downloading the raw data (see relevant sections). There is no limit to the number of attributes; however each data element must be less than 255 characters.

Setting up an invitation lists with attributes

The data you supply when adding invitees must be in the format described below.

email, name, attribute-name1, attribute-name2, attribute-name3, ...

joe@smith.com, Joe Smith, abc, def, xyz, ...

The first line sets the label of the attributes. While this line is optional it is recommended in case you want to use any attribute related features. If labels are not specified then the default is "attribute1", "attribute2", "attribute3" etc.

The first column must be valid emails and the second column must be invitee names you're your invitee list is missing names but has attributes then an additional delimiter must be included after the email address to indicate that names are absent. This example and other common invitee list formats are given below.

Email only	Email and name	Email, name and two attributes
email joe@mydomain.com, mike@mydomain.com, mary@yourdomain.com,	Email, name joe@joe.com, Joe Smith mike@mydomain.com, Mike Jones mary@yourdomain.com ,Mary Brown	Email, name, employment area, staff number joe@mydomain.com, Joe Smith, sales, 1342 mike@mydomain.com, Mike Jones, administration, 8623 mary@yourdomain.com, Mary Brown, research, 0381
<div>Note: a delimiter only needs to be put at the end of an invitee entry if only an email is supplied.</div>		Email and two attributes but no name.
		joe@mydomain.com,, sales,1342 mike@mydomain.com,, administrations, 8623 mary@yourdomain.com,, research, 0381

Pre-population of the survey also requires special instructions put into the invitation list (see section on Hiding Questions and Pre-population of Questions).

Personalising invitations and reminder emails

If an invitee list has been set up with names then these can be used to personalise invitation text and reminder emails. To do this simply put [NAME] in the invitation text where required e.g. Dear [NAME].

Manage Invitees

From the Invitation details screen click on “manage invitees” from the left vertical menu. The details and status of invitees can be viewed and deleted via this screen.

Invitation details Welcome, skomel [My profile](#) [Logout](#)

First Year at Deakin

Invitation name: First Year at Deakin
Status: Active

Invitee status
Invitees total: 5
Invitees responded: 0
Invitees with error: 0

Import status
Import threads active: 0

Schedule

	Scheduled	Sent
Send date:	2/14/08 12:33 PM	
Reminder 1 date:		
Reminder 2 date:		
Reminder 3 date:		
Reminder 4 date:		
Reminder 5 date:		

Active [Click to deactivate](#)

Invitees are listed by email address and name (if entered). This screen also shows the status of the invitee;

- Pending: invitee has not yet received the invitation
- OK: Invitation has been successfully sent
- Error, not sent: Invitation was not able to be sent
- Reminder error: Reminder was not able to be sent
- Invalid email: email is invalid and invite cannot be sent.

Note: If any emails were not successful, you can select to resend the invitation via this screen.

Manage Invitees Welcome, skomel

First Year at Deakin

Invitee	Invitee name	Status	Date sent	Reminders	Responded	Resend	Delete
cmq@deakin.edu.au		pending		0	-		<input type="checkbox"/>
helen.iacob@deakin.edu.au		pending		0	-		<input type="checkbox"/>
kylie.saunders@deakin.edu.au		pending		0	-		<input type="checkbox"/>
sam.quiney@deakin.edu.au		pending		0	-		<input type="checkbox"/>
simone.mitchell@deakin.edu.au		pending		0	-		<input type="checkbox"/>



[Delete](#)

Manage Responses

If you are interested in looking at each respondent survey, you are able to do this via the “manage responses” section. When you are in the Reports and Data screen, the “manage responses” is listed in the left vertical menu.






Manage responses

Welcome, skomel [My profile](#) [Logout](#)

 Opinio Training: First Year at Deakin Sample 

Stored responses: 5
Ongoing responses: 0
Completed responses: 5

Page: [1]

Respondent id	Start date	Completed date	Reopen	Delete
 648	2/14/08 11:54 AM	2/14/08 11:58 AM	<input type="checkbox"/>	<input type="checkbox"/>
 650	2/14/08 12:21 PM	2/14/08 12:25 PM	<input type="checkbox"/>	<input type="checkbox"/>
 651	2/14/08 12:50 PM	2/14/08 12:54 PM	<input type="checkbox"/>	<input type="checkbox"/>
 665	2/14/08 1:53 PM	2/14/08 1:55 PM	<input type="checkbox"/>	<input type="checkbox"/>
 666	2/14/08 1:57 PM	2/14/08 2:02 PM	<input type="checkbox"/>	<input type="checkbox"/>

Page: [1]

Click on each of the respondent IDs to view their individual responses.

[print]

Single response: Opinio Training: First Year at Deakin Sample

Respondent id: 648

Start date: 2/14/08 11:54 AM

Completed date: 2/14/08 11:58 AM

Response language: English (Australia) [en_AU]

1. Do you have daily access to the internet from outside the University?

1. Yes

2. Is the internet access broadband?

1. Yes

3. How regularly do you check your Deakin email each week?

3

4. Are you currently working?

2. No

5. On average, how many hours do you work per week?

-

6. How did you primarily find out about you current course?

VTAC Guide

7. What degree of importance did campus location influence your choice of course, where 1 = unimportant and 5 = very important.

4. 4(1=unimportant, 5=Very important)

Print Survey - *New Feature*

If you wish to print the survey, or to produce a pdf file that displays the complete survey, the 'Print survey' option within the 'Publish Survey' menu will allow you to do this.

The image displays two screenshots of the Deakin Online Surveys web application interface.

Top Screenshot: Survey administration

- Header:** Main folder Planning Unit Opinio Training Richelle - Test Opinio Upgrade Test Survey
- Breadcrumbs:** Deakin home > Deakin Online Surveys
- Left Menu:** Menu, Questions, Piping, Look and feel, Preview survey, Survey setup, Translations, Comments, **Publish survey** (circled), Reports and data, Survey home.
- Navigation Bar:** Surveys, Report Portals, My Panel, Resources, Users, Setup, Help.
- Page Title:** Survey administration
- Content:** Opinio Upgrade Test Survey. Link (URL): <http://www.deakin.edu.au/deakinsurveys/s?s=2152> (Click to preview survey). Start date: Thursday, October 22, 2009 11:03:19 AM EST. Stop date: Thursday, October 29, 2009 11:03:19 AM EST. Responses: 0 stored, 0 ongoing, 0 completed. Locked by richelle.

Bottom Screenshot: Publish survey

- Header:** Planning Unit Opinio Training Richelle - Test Opinio Upgrade Test Survey Publish survey
- Breadcrumbs:** Deakin home > Deakin Online Surveys
- Left Menu:** Menu, Publish survey, Invitations, Phone interviews, **Print survey** (circled), Preview survey, Survey setup, Comments, Reports and data, Survey home.
- Navigation Bar:** Surveys, Report Portals, My Panel, Resources, Users, Setup.
- Page Title:** Publish survey
- Content:** Opinio Upgrade Test Survey. Publish survey. There are several ways to publish the survey:
 - Publish link to the survey on a web page.

Options available include:

- **Page size:** The default page size is A4, but this can be altered via the dropdown box.
- **Background image:** A background image can be added to the PDF file.
- **Rating:** If rating questions exist in the survey, their layout can be adjusted to appear vertically or horizontally.
- **Multiple choice:** If multiple choice questions exist in the survey, their layout can be adjusted to appear vertically or horizontally. There is also an option to display all choices within one column.
- **Numeric:** If numeric questions exist in the survey, their layout can be adjusted to appear vertically or horizontally.
- **Dropdown:** If dropdown questions exist in the survey, their layout can be adjusted to appear vertically or horizontally. There is also an option to display all choices within one column.
- **Matrix:** If matrix questions exist in the survey, their layout can be adjusted to appear vertically or horizontally. The following options are also available:
- **Scale down large matrices:** If this checkbox is checked, when the matrix is larger than certain size, smaller fonts will be used to print the labels and texts within the matrix.
- **Extract dropdowns with sizes larger than:** If a matrix cell is of type dropdown list, the dropdown items will be extracted when its size is larger than this specified value.

- **Drop large matrices/Cut large matrices:** If Drop large matrices is chosen, very large matrices will be dropped. If Cut large matrices is chosen, the matrices will be cut and only part of the columns will be printed.
- **Texts:** These are various text segments used for printing the survey.

Opinio Training: First Year at Deakin Sample

General layout

Page size: A4

Background image:

Rating

Vertical layout: ☐

Multiple choice

Vertical layout: ☐

Keep choices in a single column: ☐

Numeric

Vertical layout: ☐

Dropdown

Vertical layout: ☐

Keep choices in a single column: ☐

Matrix

Vertical layout: ☐

Scale down large matrices (smaller fonts, etc.): ☐

Extract dropdowns with sizes larger than: 5

Drop large matrices: ☒

Cut large matrices: ☐

Branching

Branching text: NOTE: If you have [NOT] answered/chosen [r] in question [q], skip the following question.

Texts

Get PDF Cancel

Note: If you plan to send out the survey as a paper survey, the Branching Text option will add instructions to the print out of the survey where branching would normally occur. This will enable participants to skip over the questions that are not relevant to them.

Reports and Data Analysis

All report options for a survey are listed when you click on “Reports and data” in the left vertical menu. Two reports are automatically generated the moment the survey is created: The Summary report which lists each question and contains charts; and the Comment report, which lists all the questions and gives the answers to the free text questions. Custom reports can be generated if additional analyses are required.

The screenshot shows the 'Reports and Data' section of the Deakin Online Surveys interface. The top navigation bar includes 'Main folder', 'Planning Unit', 'Opinio Training: First Yea..', and 'Reports'. Below this, a breadcrumb trail reads 'Deakin home > Deakin Online Surveys'. A left-hand menu lists various options: Menu, Reports and data, New report, Auto create reports, Manage responses, Delete responses, Questions, Preview survey, Back to survey, and a Guide section with steps like 'Create questions', 'Add conditional branching', 'Customize look and feel', 'Set privacy and behavior', 'Translate survey', and 'Publish survey'. The main content area is titled 'Reports and Data' and includes a welcome message 'Welcome, skomel' with links for 'My profile' and 'Logout'. A table lists reports for the survey 'Opinio Training: First Year at Deakin Sample'. The table has two columns: 'Reports and Data' and 'Actions'. It lists 'Summary report' and 'Comment report', each with 'Copy', 'Rename', and 'Delete' actions.

Reports and Data	Actions
Summary report	Copy Rename Delete
Comment report	Copy Rename Delete

Summary Report

The summary report is a default report that will generate a basic analysis of your data.

The screenshot shows the 'Report' interface for a 'Summary report'. The top navigation bar includes 'Main folder', 'Planning Unit', 'Opinio Training: First Yea..', and 'Reports'. Below this, a breadcrumb trail reads 'Deakin home > Deakin Online Surveys'. A left-hand menu lists various options: Menu, Reports and data, New report, Auto create reports, Manage responses, Delete responses, Questions, Preview survey, Back to survey, and a Guide section with steps like 'Create questions', 'Add conditional branching', 'Customize look and feel', 'Set privacy and behavior', 'Translate survey', and 'Publish survey'. The main content area is titled 'Report' and includes a welcome message 'Welcome, richelle' with links for 'My profile' and 'Logout'. A table lists reports for the survey 'Opinio Training: First Year at Deakin Sample'. The table has two columns: 'Reports and Data' and 'Actions'. It lists 'Summary report' and 'Comment report', each with 'Copy', 'Rename', and 'Delete' actions.

Reports and Data	Actions
Summary report	Copy Rename Delete
Comment report	Copy Rename Delete

Each report allows you to select the type of file, such as html, pdf, raw data as a comma separated text file, or an SPSS data file. The raw data and SPSS data files will generate unanalysed data.

Each report contains a Table of Contents and a section called “report info” which provides the following information:

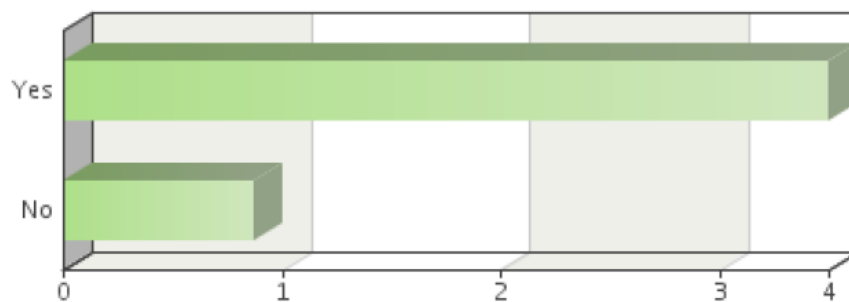
Report info

Report date:	Thursday, February 14, 2008 2:14:29 PM EST
Stored responses:	5
Number of completed responses:	5
Number of invitees:	5
Invitees that responded:	5
Invitee response rate:	100%

In the summary report, each question is reported in a graphical and numeric table.

Question 1

Do you have daily access to the internet from outside the University?



Frequency table

Choices	Absolute Frequency	Relative frequency	Adjusted relative frequency
Yes	4	80.00%	80.00%
No	1	20.00%	20.00%
Not answered:	0	0.00%	-
Sum:	5	100.00%	100.00%

Comment Report

The comment report allows you to view each comment made throughout the survey in the same way as a summary report.

Report

Welcome, richelle [My profile](#) [Logout](#)

Comment report

Report summary

Report name: Comment report

Description: Lists all the questions in the survey and displays all the comments made to these questions, if applicable.

Created date: 10/22/09 11:03 AM

Created by: richelle

Report template: Default template

Report files

View report file	Actions
Html report	Add to portal
Pdf report	Add to portal
Raw data report	Add to portal
SPSS data file	Add to portal

Selecting the Html report or the Pdf report will generate a report similar to the summary report.

Comment report

[\[print\]](#)

Lists all the questions in the survey and displays all the comments made to these questions, if applicable.

Table of contents

Report info

Question 1: Please indicate the level of difficulty of the various sections and the amount of time spent on...

Level of Difficulty

Timing

Question 2: Please indicate your level of satisfaction with the presenter - Sam Guiney

Question 3: Please indicate your level of satisfaction with the presenter - Craig Gourley

Question 4: Please indicate your level of satisfaction with the training manual

Question 5: What were the best aspects of the training?

Question 6: How could this training session be improved?

Report info

Report date	Thursday, May 15, 2008 11:09:25 AM EST
Start date	Saturday, February 16, 2008 1:00:00 PM EST
Stop date	Thursday, May 1, 2008 1:00:00 PM EST
Stored responses	23
Number of completed responses	23

Question 1

Please indicate the level of difficulty of the various sections and the amount of time spent on these components as indicated by the table.

Question 2

Please indicate your level of satisfaction with the presenter - Sam Guiney

Raw Data Report

If you would like to view the raw data, or use it to perform detailed analyses, the raw data report will generate a file that can be opened in excel.

Select the summary report, and then click on Raw Data Report.

Report

Welcome, richelle [My profile](#) [Logout](#)

Summary report

Report summary

Report name: Summary report

Description: Lists all the questions in the survey and displays a summary with chart for each question. Text input is not included.

Created date: 10/22/09 11:03 AM

Created by: richelle

Report template: Default template


Report files

View report file	Actions
Html report	Add to portal
Pdf report	Add to portal
Raw data report	Add to portal
SPSS data file	Add to portal

Select to either save or open the zip file once the report has been generated.

Loading...

Please wait while report is loading.




100% Completed

Close

Opening Summaryreport_09_11_27_11_14_20_766.zip

You have chosen to open

 **Summaryreport_09_11_27_11_14_20_766.zip**

which is a: WinZip File

from: <http://www.deakin.edu.au>

What should Firefox do with this file?

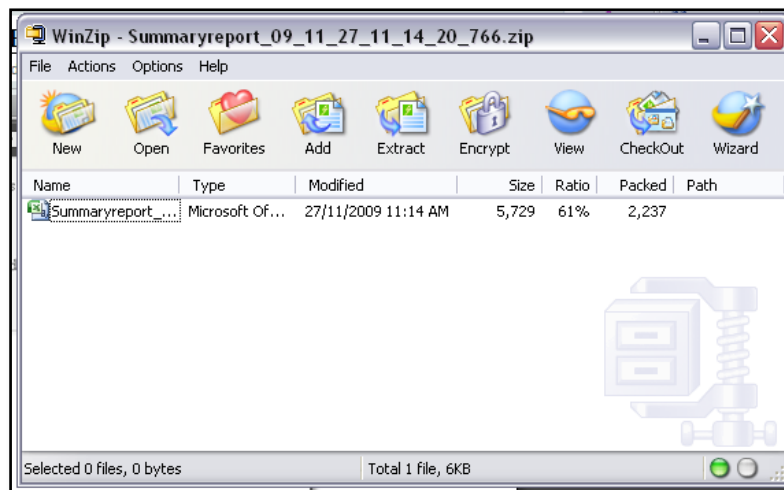
☐ Open with WinZip (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

Select the summary report data file from the winzip file.



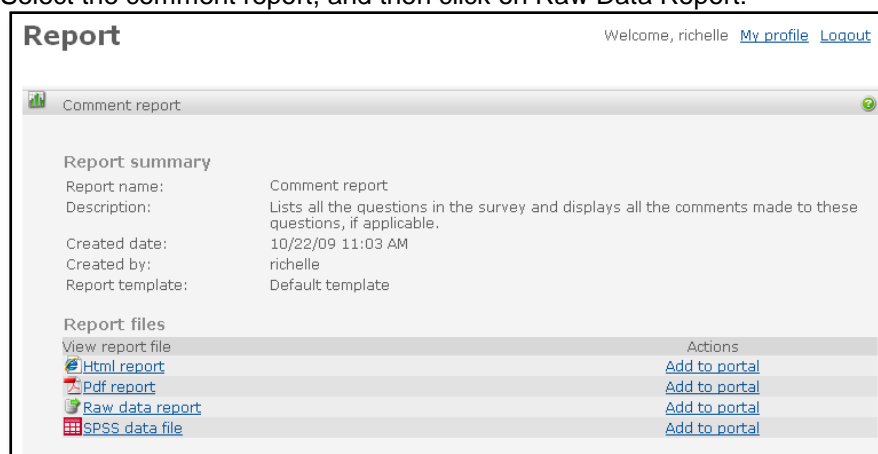
The raw data will then show each question in a column.

	A1																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1	Response	StartDate	Complete	Language	Question1	Question1	Question1	Question1	Question1	Question1	Question1	Question1	Question1	Question1	Question1	Question1	Question1
2	5763	2008.02.18	2008.02.18	en	2	2	2	2	2	2	2	2	2	2	2	2	4
3	5764	2008.02.18	2008.02.18	en	2	2	2	2	2	2	3	2	2	2	2	2	5
4	5765	2008.02.18	2008.02.18	en	3	3	3	3	3	3	3	3	3	3	3	3	5
5	5766	2008.02.18	2008.02.18	en	2	2	2	2	2	2	2	2	2	2	2	2	4
6	5767	2008.02.20	2008.02.20	en	2	2	2	2	2	2	1	2	2	2	2	2	4
7	5768	2008.02.20	2008.02.20	en	2	2	2	2	2	2	2	2	2	2	2	2	5
8	5769	2008.02.20	2008.02.20	en	2	2	2	2	2	1	2	2	2	2	2	1	4
9	5770	2008.02.20	2008.02.20	en	2	2	2	2	2	2	2	2	2	2	2	2	5
10	5771	2008.02.20	2008.02.20	en	3	2	2	2	2	2	2	2	2	2	2	2	5
11	5772	2008.02.20	2008.02.20	en	3	2	2	2	1	1	2	2	2	2	1	1	5
12	5773	2008.02.21	2008.02.21	en	2	2	2	2	2	2	2	2	2	2	2	2	5
13	5774	2008.02.21	2008.02.21	en	3	2	3	2	2	3	3	2	2	2	2	2	0
14	5775	2008.02.21	2008.02.21	en	3	3	3	3	3	2	2	2	2	2	2	2	5
15	5776	2008.02.21	2008.02.21	en	2	2	2	2	2	2	2	2	2	2	2	2	0
16	5777	2008.02.21	2008.02.21	en	2	2	2	2	2	2	3	3	3	3	3	3	3
17	5778	2008.02.22	2008.02.22	en	3	3	3	3	3	2	2	2	2	2	2	2	4
18	5779	2008.02.22	2008.02.22	en	2	2	2	2	2	2	2	2	2	2	2	2	0
19	5780	2008.04.17	2008.04.17	en	2	2	2	2	2	2	3	2	2	2	2	2	4
20	5781	2008.04.17	2008.04.17	en	2	2	2	2	2	2	2	2	2	2	2	2	4
21	5782	2008.04.17	2008.04.17	en	2	2	2	2	2	2	2	2	2	2	2	2	4
22	5783	2008.04.17	2008.04.17	en	2	2	2	2	2	2	2	2	2	2	2	2	4
23	5784	2008.04.18	2008.04.18	en	2	2	2	2	2	2	2	2	2	2	2	2	4
24	5785	2008.04.18	2008.04.18	en	2	2	2	2	2	1	2	2	2	2	2	2	4
25																	
26																	

Note: If your survey allows participants to select N/A for a question, you will need to account for this data point in your analysis.

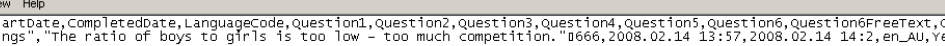
If you wish to export all of the comments, you can generate the raw data report for the comment report.

Select the comment report, and then click on Raw Data Report:



The screenshot shows the WinZip application window. The title bar reads "WinZip - Commentreport_08_02_14_14_15_42_420[1].zip". The menu bar includes "File", "Actions", "Options", and "Help". The toolbar contains icons for "New", "Open", "Favorites", "Add", "Extract", "Encrypt", "View", "CheckOut", and "Wizard". The file list displays one file:

Name	Type	Modified	Size	Ratio	Packed	Path
Commentreport_08_02_14_14_15_42_420.txt	Text Document	14/02/2008 2:29 PM	1,303	56%	575	



Commentreport_08_02_14_15_42_420.txt - Notepad

File Edit Format View Help

RespondentId,Startdate,CompletedDate,LanguageCode,Question1,Question2,Question3,Question4,Question5,Question6,Question6FreeText,Question7,Question8,Question9,Question10

ring about things","The ratio of boys to girls is too low - too much competition."0666,2008.02.14 13:57,2008.02.14 14:2,en_AU,Yes,No,6,Yes,36-40

	A	B	C	K	W	X
1	RespondentId	StartDate	CompletedDate	Question6FreeText	Question9FreeText	Question10FreeText
2	648	2008.02.14 11:54	2008.02.14 11:58		content of the course	n/a
3	650	2008.02.14 12:21	2008.02.14 12:25		0 week	The content is boring - needs to be made more interesting
4	651	2008.02.14 12:50	2008.02.14 12:54	My next door neighbor's son is a lecturer	The free lunch days	Heaps of the chairs in the tute rooms are broken
5	665	2008.02.14 13:53	2008.02.14 13:55		Making new friends and learning about things	The ratio of boys to girls is too low - too much of one gender
6	666	2008.02.14 13:57	2008.02.14 14:2		Being able to suck on a chuppa chupp in class.	A chuppa chupp dispenser in every classroom
7						
8						

If you wish to analyse survey data with SPSS, the SPSS data export feature will generate the required data file in the same manner as the raw data report.

Opinio exports all data as string in SPSS, therefore to analyse accurately the data type will need to be changed from string to numeric within SPSS.

Raw data export settings

If you have selected no or partial anonymity and you need the respondents username or email in the raw data file to link other information (such as demographic information from Callista in the case of a student survey) you will need to include the identifier in the raw data file. Here you can also download any attributes that you set up in the invitation list.

When you are in the Report screen, click on the “Raw data settings” in the left vertical menu

The screenshot shows the SurveyMonkey 'Report' screen. On the left, a vertical menu contains options like 'Menu', 'Structure', 'Texts and labels', 'Look and feel', 'Report settings', 'Raw data settings' (highlighted with a red circle), 'Filters', 'Questions', 'Preview survey', 'Reports and data', and 'Back to survey'. Below this is a 'Guide' section. The main content area is titled 'Report' and shows a 'Summary report' overview with details like 'Report name: Summary report', 'Description: Lists all the questions in the survey...', 'Created date: 2/1/08 10:13 AM', and 'Created by: skomel'. At the bottom, there's a 'Report files' section with links to 'View report file', 'Html report', 'Pdf report', and 'Raw data report', each with an 'Add to portal' action link.

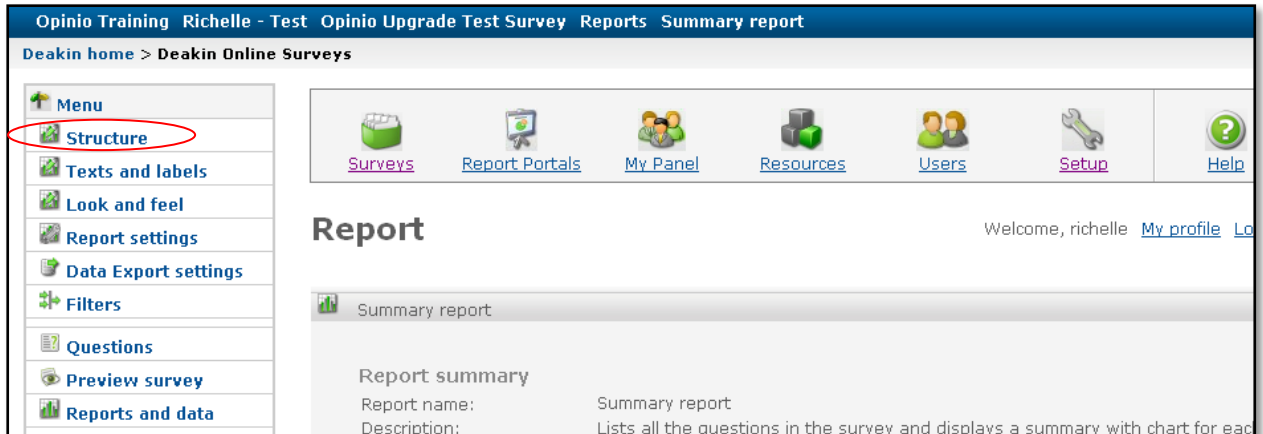
Then select the identifying information that you require and click save and then OK which will take you back to the report screen so you can then download the raw data file.

The screenshot shows the 'Raw data export settings' dialog box. It has a title bar 'Raw data export settings' and a 'Get system defaults' button. The 'General info' section is circled in red and contains: 'Include attributes:' (checkbox), 'Include invitee data:' (checkbox), 'Id' (checkbox), 'Email' (checkbox), 'Name' (checkbox), and 'Select encoding:' (dropdown menu showing 'ISO-8859-1 (Latin-1)'). The 'Column headings' section lists various fields with input boxes: 'Respondent id:' (RespondentId), 'Start date:' (StartDate), 'Completed date:' (CompletedDate), 'Language code:' (LanguageCode), 'Invitee id:' (InviteeId), 'Invitee email:' (InviteeEmail), 'Invitee name:' (InviteeName), 'Question:' (Question), 'In-text:' (InText), 'Multiple choice, multiple selections:' (Use value), 'Multiple choice:' (Choice), 'Multiple other:' (Other), 'Matrix row:' (Row), and 'Matrix col:' (Col). Examples are provided for some fields, such as 'Example: Question1' for 'Question' and 'Example: Question1MainCellGroupRow 1' for 'Matrix row'.

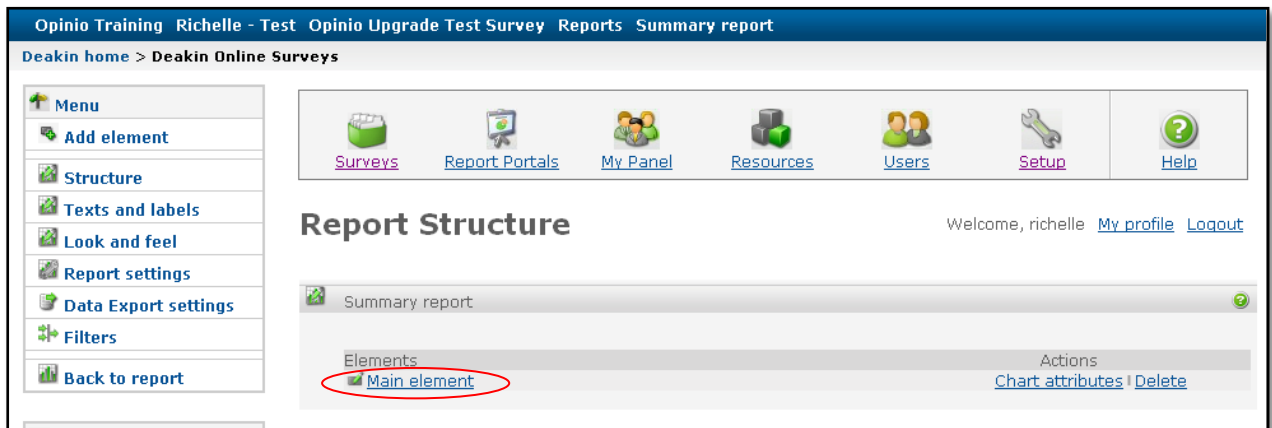
Customising Reports

Information within each type of report can be customised, enabling you to present the data in a few different ways.

From within the Summary Report menu, select Structure.



Select main element to choose which data you would like to include within the report.



Select the questions you would like to include in the report by ticking the appropriate checkboxes.

The screenshot shows the 'Edit element' form for the 'Main element'. The form includes fields for 'Element name', 'Heading', and 'Description'. Below these fields is a section titled 'Select questions' with a list of 10 questions, each with a checkbox. The 'Continue' and 'Cancel' buttons are at the bottom.

Questions
<input checked="" type="checkbox"/> 1) Please select your area of employment:
<input checked="" type="checkbox"/> 2) Please select a rating
<input checked="" type="checkbox"/> 3) Enter question text
<input checked="" type="checkbox"/> 4) <P> </P>
<input checked="" type="checkbox"/> 5) How many years have you worked in higher education?
<input checked="" type="checkbox"/> 6) How would you rate \${new piping}?
<input checked="" type="checkbox"/> 7) How satisfied are you with.....
<input checked="" type="checkbox"/> 8) The teaching in this unit stimulated my interest
<input checked="" type="checkbox"/> 9) Please indicate your level of satisfaction with each of the following statements...
<input checked="" type="checkbox"/> 10) What were the best aspects of your course?

The below options can be altered in each type of report.

The screenshot shows a web interface titled "Edit element" with a user greeting "Welcome, richelle" and links for "My profile" and "Logout". Below the title bar, there's a tab labeled "Main element". The main content area is divided into several sections with checkboxes for selection:

- Report types**
 - Summary report: ☒
 - Detailed statistics: ☐
 - Cross tabulation: ☐ (Require two questions to compare. Use 'back' button to select questions.)
 - Free text comments: ☐
 - Text in multiple 'other' fields: ☐
 - In-text field texts: ☐
 - Text in matrix cells: ☐
- Matrix attributes**
 - Matrix counts: ☒
 - Matrix column percent: ☐
 - Matrix row percent: ☒
 - Matrix percent of total: ☒
 - Matrix adjusted percent of total: ☐
- Charts and graphs**
 - Piechart: ☐
 - Horizontal barchart: ☒
 - Vertical barchart: ☐
 - Vertical barchart with bars behind: ☐
- Other**
 - Show non-selected items: ☐
 - Numeric precision:

At the bottom of the form are three buttons: "Back", "Save", and "Cancel".

Selecting detailed statistics will generate detailed data for each question, while selecting summary report will generate a summary analysis of all questions. You can also select to include text comments within the summary report.

Customising reports to look at particular cohorts- Report Filters and Autoreports

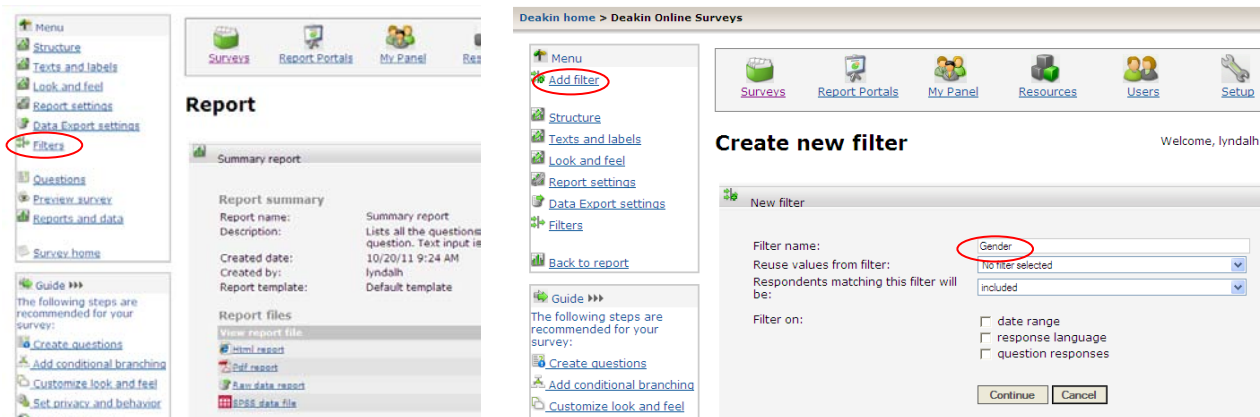
Report Filters

Filters provide a way to build powerful reports as they allow one to "zoom" in on a subset of the respondent data. For example, if you had a question that asks about gender (male/female) you could generate a summary report that only includes females' responses by filtering out males.

Many filters can be created per report, with the data-set being generated from the sum of all filters. For example you might expand on the aforementioned gender filter to also specify that the dataset only have those that picked a particular response to question 5 and question 8. Please note that a filter might take a long time to create if your survey receives a large number of responses. In this case it is better to set up the filters before starting the survey if possible.

To create a filter go to "Reports and data" then select the report that you want the filter to be applied to. Then from the left menu screen click "Filters", then "Add filter" (see picture below).

If setting up a new filter give it a name. Alternatively select a pre-existing filter from the drop down menu. Then indicate whether you want the respondents meeting the condition should be included in the report or excluded (filtered out). Finally, select what types of conditions you want to filter by (date, response language and/or based on question responses) and click 'continue'. A screen with all your filtering options is then presented. Enter the details (e.g. dates, question answers) that meet the specification of your desired filter.

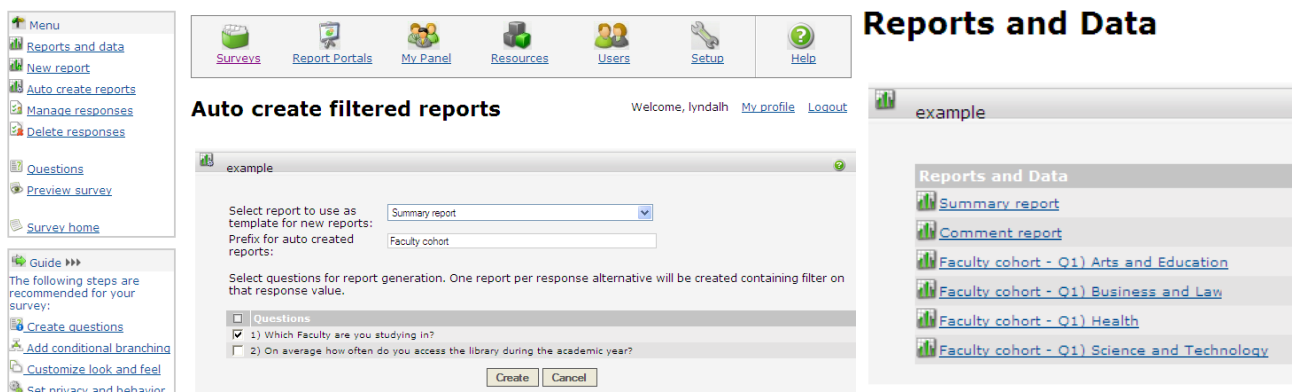


Autoreports

An alternative to using filters is the Autoreport functionality. However, in this case you can only apply one filter at a time, being the answer alternatives to a specific question. In this case a separate report is generated for all answer alternatives.

This function may be desirable if you want to quickly generate individual reports based on cohort information gathered in a question. For example if a multiple question asked "which Faculty are you studying in?" then a separate report could be created for each faculty. Please note that the grouping does not have to be based on demographic information, as the reporting is actually based on respondents who picked a particular answer option.

To use this feature, go to "Reports and data" from main survey screen and click on the "Auto create reports" in the left Menu box. Select the report that you want to use for the report generation and identify which question that will determine the report generation. To help distinguish these auto reports from the main reports you can add a prefix that will appear at the beginning of the report titles. In the example below auto reports were created with a summary report structure. A prefix of "Faculty cohort" was given to identify these auto-reports, with a separate report created for each Faculty based on their answer to question 1 "Which Faculty are you studying in?".

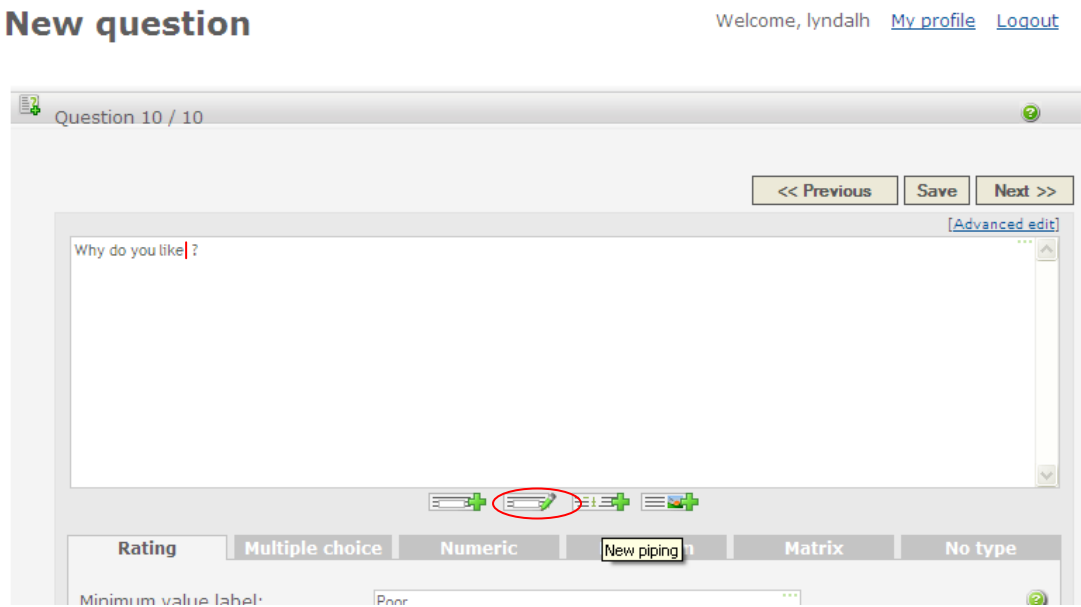


Advanced Options

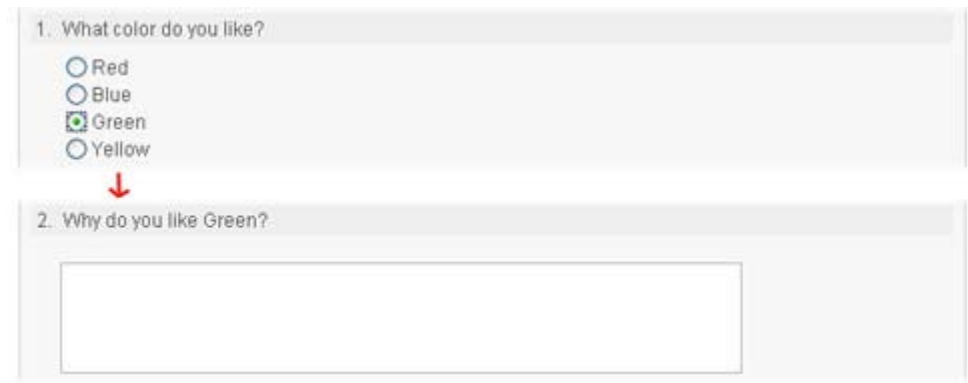
Piping- *New Feature*

Piping is a way to make a survey dynamic and more personal as it allows you to insert/replace texts in the survey dynamically based on a respondent's answer to an earlier question (question response piping) or personal information added when setting up the invitation list (invitee piping).

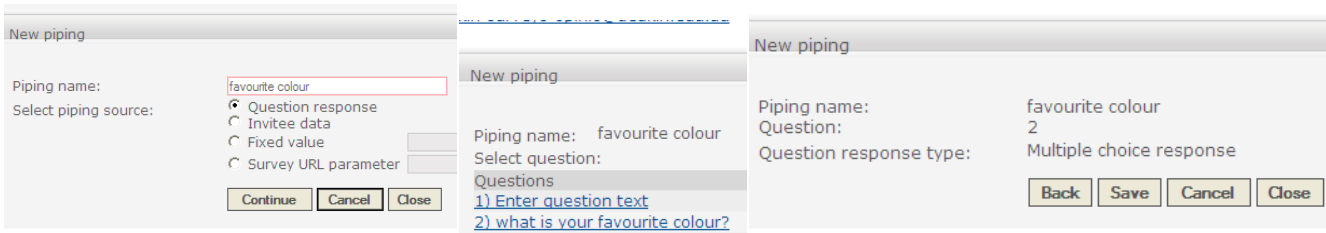
To insert the piping put the cursor in the appropriate position and then click on the new piping icon (circled below). You will then be prompted by several menus where you can set up your desired piping.



Below is an example of question response piping where the response from question "What colour do you like?" is carried out to the next question "Why do you like Green?". Please note that in order to work the question where piping comes from MUST come before the piping tag and be on a separate page.



The question design of this example would appear as "Why do you like \${colour}?". However, when the respondent answers the first question the responded value is copied and entered in place of the \${colour} tag. Below are images detailing the selections made to set up this question piping.



Another useful from of piping is that which uses invitee data. In this case the question is populated with already known information supplied in the invitee list. To undertake this kind of piping the invitee list must be set up appropriately with the included attributes clearly labelled.

Below is an example of how you would set up invitee piping to answer the same example question “Why do you like the colour? In this example the attribute is labelled colour (see details below).

Piping can also be set up using a fixed value or a survey URL parameter. For more details see the online Opinio help guide (<http://www.objectplanet.com/opinio/userguide/index.htm?page=index.html>)

Hiding Questions and Pre-Population of Questions - *New Feature*

It is possible to hide questions within a survey so that they are not presented to participants. This option is mostly used in conjunction with the pre-population of question responses.

Example:

If you were planning to administer a survey to a group of participants but wanted to present a different selection of the questions to each participant, you could add information about the participant to the invitation list.

Step One:

Gather the required information about your participants (Email address, name, and relevant questions).

Eg: Jill – jill@deakin, works in ITSD, only needs to be presented with Q2, Q6, and Q10
 Bob – bob@deakin, works in DSA, only needs to be presented with Q4, Q7, and Q9
 Mary – mary@deakin, works in KMD, only needs to be presented with Q3, Q5, and Q8
 Sue – sue@deakin, works in the Strategic Intelligence and Planning Unit, needs to be presented with all questions

Step Two:

Add a question at the beginning of your survey that will collect the required participant data. Eg. Area of employment:

Step Three:

Add branching conditions from question 1 to exclude the irrelevant questions from the survey.

In our example, Jill who works in ITSD would only be presented with questions 2, 6 and 10. The branching for a selection of ITSD at question 1 would look like this:

The screenshot shows a survey configuration window. At the top, 'Condition name:' is followed by a text box containing 'ITSD'. Below this is a section titled 'Condition' with a light gray background. It contains the text '1) Please select your area of employment:' followed by four checkboxes: 'ITSD' (checked), 'KMD', 'Planning Unit', and 'DSA'. Below these is the text 'Respondent must select:' followed by three radio buttons: 'At least one' (selected), 'All', and 'None'. Below the 'Condition' section is a section titled 'Filter' with the text 'If the above condition is true, then filter out the selected questions in the following sections'. This is followed by a list of ten items, each with a checkbox: 'Questions', '2) Please select a rating
', '3) Enter question text', '4) <P>< ...', '5) How many years have you worked in higher e ...', '6) How would you rate \${new piping}?', '7) How satisfied are you with.....', '8) The teaching in this unit stimulated my in ...', '9) Please indicate your level of satisfaction ...', and '10) What were the best aspects of your course? ...'. The checkboxes for items 4, 5, 6, 7, 8, and 9 are checked. At the bottom right of the window are 'Save' and 'Cancel' buttons.

Since the branching is set to exclude questions, all questions other than 2, 6, and 10 are skipped in the survey if the participant has selected ITSD at question 1.

Step Four:

Hide Question 1 from participants by selecting Advanced settings, and ticking 'Hide Question'.

Save Next >>

Please select your area of employment: [\[Simple edit\]](#)

B I U | | | | | | -- Font family -- | -- Font size --

Rating | **Multiple choice** | **Numeric** | **Dropdown** | **Matrix** | **No type**

Choice labels

ITSD	...
KMD	...
Planning Unit	...
DSA	...
	...

Label position

button left	▼
button left	▼
button left	▼
button left	▼
button left	▼

Images (enable ☐)

	image left	▼		
	image left	▼		
	image left	▼		
	image left	▼		
	image left	▼		

Options

Allow multiple selections: ☒

Last choice has text field for other: ☐

Display columns: 1 ▼

Validation

☐ selections required

☐ selections allowed

Validation message

Please select at least ... options. ...

Please select maximum ... options. ...

☐ Open ended question

Advanced settings

Answer rotation, if applicable: ☐

Custom question id:

Question layout:

Hide question: ☒

Step Five:

Define the pre-population criteria.

The general format for pre-populating a question is: *pre_q[question_number]=[value]*

For our example the pre-population information would look like this:

- Jill – **pre_q[1]=1** which means, at Question 1 select the first option (ITSD)
- Bob – **pre_q[1]=4** which means, at Question 1 select the fourth option (DSA)
- Mary – **pre_q[1]=2** which means, at Question 1 select the second option (KMD)
- Sue – **pre_q[1]=3** which means, at Question 1 select the third option (Planning Unit)

Step Six:

Convert invitation list into Opinio format (email,name,pre-population criteria,) and enter into invitee list.

For our example, the invitation would be as follows:

jill@deakin.edu.au,Jill,pre_q[1]=1,

bob@deakin.edu.au,Bob,pre_q[1]=4,
mary@deakin.edu.au,Mary,pre_q[1]=2,
sue@deakin.edu.au,Sue,pre_q[1]=3,

Add Invitees Welcome, richelle [My profile](#) [Logout](#)

noreply

Enter invitees manually Copy from reusable invitee list Select from panel Import invitees

Delimiter: ,

Invitee email address (required) and data (optional), one per line:

jill@deakin.edu.au,Jill,pre_q[1]=1,
bob@deakin.edu.au,Bob,pre_q[1]=4,
mary@deakin.edu.au,Mary,pre_q[1]=2,
sue@deakin.edu.au,Sue,pre_q[1]=3,

Sort

Save Cancel

When the participants follow the link within the survey invitation, question 1 will be pre-populated with responses. This will now enable to survey to present them with the relevant questions.

Note: For this example to function correctly, the following criteria must apply:

- Branching must be set to exclude, not include
- Question 1 must be in a separate section
- All respondents must have been invited to participate in the survey. Without the pre-population data assigned to invitees, participants will be presented with all questions following Question 1.

Conducting Surveys in the field

Opinio Mobile Interviewer - *New Feature*

The Opinio Mobile Interviewer application enables surveys to be undertaken in the field (e.g. face to face interviews) and may better suit some survey situations e.g. collection of data at an event. A key benefit to this application is the functionality to store survey responses when in an area without internet connectivity. Data transfer in real time is also possible if internet access is available.

Setup of the Opinio mobile interviewer application

The Opinio mobile interviewer application can be downloaded for free from the Apple app store. Once downloaded the interviewer application needs to be linked to the Deakin Opinio database. To do this go to settings, select the interviewer application then enter the Deakin Opinio sever details (<http://surveys.deakin.edu/deakinsurveys>) and your Deakin username and password.

Under this settings menu you can also choose whether you want to manually transfer the response data or set it to automatically transfer when a network is available.

To make the application easier to use switch the Auto-advance option to "on". If this is left off then the person entering the data will always need to use to arrow buttons to navigate through the survey.

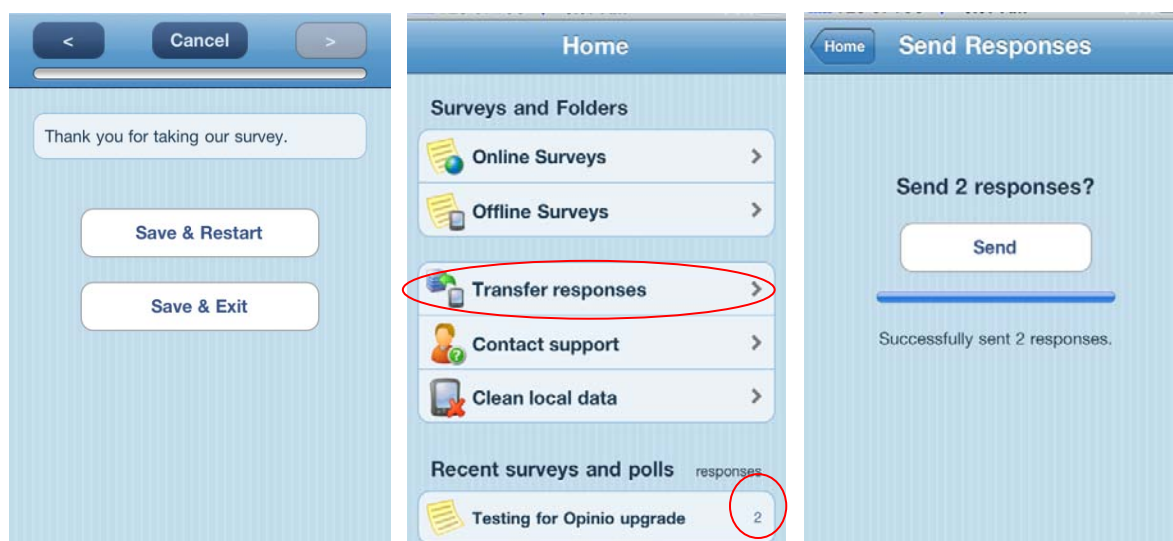


Transferring responses

After completing the survey you can either save the response and start the survey again with a new individual (Save and Restart) or save the response and exit the survey (Save and Exit).

Once you have finished collecting data you will need to manually transfer responses if this was specified in your setup or if you have been surveying in an area without continual wi fi access. Any responses requiring manual transfer is indicated on the home screen. To make the transfer select transfer responses then send. A message confirming the transfer will then be displayed.

In the example below two responses to the testing for Opinio upgrade survey need to be transferred.



Limitations to surveys undertaken using the Opinio mobile interviewer application

While the Opinio mobile interviewer application offers some great benefits it should only be used when appropriate as not all question types and formatting are compatible (see list below). Such limitations will need to be considered when designing survey instruments. If you simply want to ensure that respondents using a ipad/iphone/ipod touch have optimal viewing of your survey then you should design a normal survey and select default css file (template/survey/common/default/style.css) when setting up the look and feel (see section on templates). This css file has been created so that users on a computer or ipad get optimal viewing without any limitations of the survey instrument design.

- Application only available for apple products i.e. ipad, iphone or ipod touch.
- The application can't read matrix questions or in-text questions. If a survey contains these question types you will receive an error message (see picture below) and such questions will be skipped.
- Formatting limitations in question text. You are unable to bold, highlight or colour question text or put text in a table, number list or paragraphs. You also can't include an image in your question.
- The application will only display one question per page (see pictures below)
- Not able to randomise questions within a section, or the order of items in any dropdown/multiple choice questions.
- Formatting of drop down questions is different to standard Opinio survey. All items are listed underneath each other even if set up to appear in columns (see picture below).
- As people are not sent an invitation invitee piping is not possible.
- A survey can only be saved once completed i.e. cannot return to survey to complete later.
- Multiple responses can't be prevented as invitations or personal login details are not utilised.

